



City of Bloomington
Common Council

Jack Hopkins Social Services Funding
Committee Packet

Material for Initial Meeting

Monday, February 23, 2009
4:00 p.m.
Council Chambers

Office of the Common Council
P.O. Box 100
401 North Morton Street
Bloomington, Indiana 47402
812.349.3409

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<http://www.bloomington.in.gov>

**City of
Bloomington
Indiana**



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To: Jack Hopkins Social Services Funding Committee
Council members:
Tim Mayer, Isabel Piedmont-Smith Andy Ruff,
Susan Sandberg, and Mike Satterfield and
Representatives from Other City Entities:
CAC Member (Dr. Tony Pizzo) and a CFR
Commission Member (Mary Andrus-Overley)
Staff: Marilyn Patterson & Lisa Abbott (HAND)
From: Council Office
Re: First Meeting -- February 23, 2009 , 4:00 p.m. ,
Chambers
Date: February 18, 2009

Contents of Packet

Memo

Agenda

History of Grants

Last Year's Grants

- Last Year's Council Resolution
- Report of Last Year's Grants
- Interpretation of Funding Agreements: Letter for Community Kitchen

Evaluation of Last Year's Program

- Memorandum for Last Year's Program Debriefing Meeting
- Summary of Applicant Responses to Last Year's Survey

Funding Criteria

- Letter Outlining Criteria and
- Elaboration of Policies and Criteria

Solicitation Materials

- Draft Solicitation Letter and
- Draft Program Funding and Contact Sheets
- Cover Memo for Packet of Applications

First Review of Applications

- List of Applications
- Summary of Applications
- Agenda

Presentation Hearing

- Agenda
- Sample List of Agencies and Questions

Pre-Allocation Hearing

- Memorandum
- Toward a Unified Rating System
- Table of Committee Ratings, Recommended Allocations, and Comments

Allocation Hearing

- Agenda
- Worksheet

Sample Funding Agreement

City Calendar

- Months of March through June

Memo

Introductory Notes - Members of Committee

Welcome to the 2009 Organizational Meeting of the Jack Hopkins Social Services Funding Committee (Committee) - The Committee holds an Organizational Meeting each February to review and approve the procedure for the year's Jack Hopkins Social Services Funding Program. The meeting usually lasts between one and half and two and a half hours. But, this year, by focusing on possible changes and locking in our schedule we should be able to get it done at the lower end of this range (or if necessary schedule another meeting). This memo and the accompanying packet material provide a brief history of the program, outline procedures, and highlight some of the issues that should be resolved before the agencies are invited to submit funding proposals.

Date, Time, and Place:

Monday, February 23, 2009 at 4:00 p.m. in the Council Chambers

Composition of the Committee – Elect a Chair - The Committee currently includes five Council members and two members from other city entities. The five Council members assigned by the President are the same as last year: Mayer, Piedmont-Smith, Ruff, Sandberg, and Satterfield. As a result of a motion by the Committee at the end of the process last year, the other two members of the Committee include a person appointed by last year's Chair from membership in the 2009 CDBG CAC (Dr. Anthony Pizzo) and a person appointed by the Community and Family Resources Commission (Mary Andrus-Overley).

Action: Elect a Chair

History, Level, Source & Location of Funds

The Common Council established what is now called the Jack Hopkins Social Services Fund as an amendment to the Civil City Budget for 1993. The funding for 2009 has been increased by \$15,000 and the history of funding is as follows:

<u>Year(s)</u>	<u>Budgeted Funds</u>	<u>Year(s)</u>	<u>Budgeted Funds</u>
1993	\$90,000	2006	\$135,000
1994 – 1995	\$40,000	2007	\$145,000
1996	\$50,000	2008	\$165,000
1997 – 1998	\$90,000	2009	\$180,000
1999- 2001	\$100,000		
2002 – 2004	\$110,000		
2005	\$125,000		

Since 1994, the monies for this program have come from the General Fund. In 2001, the monies were placed in the HAND department at the same time that department took over from the Community and Family Resources department the responsibility for monitoring the social service grants.

Packet: History of Funding

Monitoring Previous Grants and Agreements – Last Year’s Resolution, Monitoring Report, Interpretation of Funding Agreements, and Extensions Marilyn Patterson will present her monitoring report regarding the implementation of the Funding Agreement for the 16 agencies who received grants in 2008. These grants and Funding Agreements were approved with the adoption of Res 08-08. In accordance with the Funding Agreements, the agencies either submit claims to the HAND department and are reimbursed for appropriate expenditures, or enter into an obligation for covered items and arrange for the City to purchase it by credit card or purchase order. Three grantees, which all received operational funds, were given extensions, with two of them seeking a second extension. Approximately \$3,000 was encumbered into 2009. Under authority granted by the Committee to the Chair, Councilmember Mayer approved the expenditure of about \$500 by the Community Kitchen. They had saved that amount in purchasing a refrigerator and used it for similar items at the same facility.

**Packet: Res 08-08 (Last Year’s Council Resolution)
Monitoring Report
Interpretation of Funding Agreements - Letter to Community Kitchen
from Chair**

Action: Approve the Monitoring Report which includes short self-evaluations from grantees who received operational funds.

Revisions to Procedures as a Result of Committee Comments and Agency Responses to Survey

The Committee held a Program Debriefing and surveyed agencies at the end of last year in order to evaluate the program and identify possible changes for this year. This packet may, in some cases, propose changes and, may in other cases, merely mention the debriefing comments or results of the survey for the purposes of discussion.

Copies of the Summary of the Program Debriefing and Survey are in this packet in order to refresh your memory about what we did last year and help you focus on what we should do this year.

Notes on the Survey: We received 12 out of a possible 29 responses to the Survey – all but two of whom received funding. The references to agency preferences later in this memo are based upon the 12 respondents and, in order to make the responses more clear-cut, count all “Not Sure” responses as against the stated proposition.

**Packet: Memorandum from the 04 June 2008 Debriefing Meeting
Summary of Responses to Applicant Survey**

Action: Approve Memorandum of Program Debriefing

Purpose and Criteria

Purpose/Criteria - The criteria for allocating these funds have remained substantially the same ever since Councilmember Jack Hopkins first proposed them in 1993. They are as follows:

- * The program should address a previously-identified priority for social services funds (as indicated in the SCAN, the City of Bloomington Housing and Neighborhood Development Department’s 2005-2010 Consolidated Plan or other community-wide survey of social services needs);
- * The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and
- * This investment should lead to broad and long-lasting benefits to the community.

The Committee approved a Policy Statement in 2001 that elaborated upon these criteria and other procedures and has since been revised.

Survey and Committee Comments

Survey: All of the responses indicated that the Criteria and Statement provided clear guidance in preparing an application. All but two of the respondents said that the one-time funding requirement helped agencies implement their missions. The one respondent who disagreed with the one-time requirement, did not disagree with the concept, but found it difficult to apply to projects that involved equipment and salaries. Another respondent suggested that the Committee may want to elaborate on the first criteria by indicating which needs would be rated the highest and suggested weighing collaboration more heavily.

Note: Approximately 15 of the 29 applications and 6 of the 16 awards included at least some operational expenses. Of the 6 awards for operational expenses, 3 were for pilot projects amounting to a total of \$31,500 and 3 were for pilot or bridge-funding amounting to a total of \$45,000 which, together, amounted to \$76,500 or about 43% of the funding last year.

Committee Debriefing: While the Committee was satisfied with the criteria on the whole, it spent time discussing the one-time investment requirement. One member was concerned that providing bridge-funding for more than one year would erode what is a good rule. Some thought we may see more of these requests given the

down-turn in the economy. Another thought the material could state bridge-funding would be given a lower priority. It appeared that the Committee favored keeping the criteria as they are but, perhaps, changing the solicitation material to discourage these requests. There was one question about whether bridge-funding applied to the program or agency and the answer according to past practice is the agency. *Please see the Ratings and Allocations section below for your discussion on the rating process.*

**Packet: 1993 Jack Hopkins Letter Outlining Criteria
Elaboration of Program Criteria and Explanation of Procedures**

Issue: Perennial matter of the one-time funding rule for operational costs and the exception for start-up/pilot projects or bridge funding. Staff recommends addressing this issue in the solicitation material and the technical assistance meeting.

Solicitations – Submittals – Assistance with Applications

Extent of Solicitations – The Council Office informs social services agencies about this funding program by:

- sending solicitation letters to agencies that have received or requested letters in the past and relevant agencies that appear on the Bloomington Volunteer Network Newsletter;
- having the United Way mention the solicitation in their weekly electronic Non-Profit Alliance Newsletter and send e-mails to their member agencies;
- notifying the media through a press release and through the offer of Public Service Announcements (read by Chair of the Committee), and
- posting forms that can be down-loaded from our web page.

Survey Responses and Committee Comments

Survey: Nine of twelve respondents heard about the program through multiple means of communication; the most common of which was through the solicitation letter and e-mail via United Way.

Committee Debriefing: None

Submittals – The letter to the agencies invites them to submit a two-page statement indicating how much is being requested, what it would be used for, and how this request meets the program criteria. It asks them to provide a one-page budget detailing the use of these funds and a financial statement for the agency as a whole. It also asks them to fill out two information sheets: one requesting contact information and the other requesting proposal summaries. Typically, the letter gives the agencies approximately four weeks to submit their applications.

Assistance with Preparing Applications/Technical Assistance Meeting –

For the past few years, the staff has held a technical assistance meeting for agencies to attend and receive help regarding their applications. About 21 agencies showed up for the session last year. The HAND departments have also offered to help with the preparation of applications. Please note that the Council Office staff spent more time contacting the agencies to clarify their requests last year than in previous years.

Survey Responses and Committee Comments

Survey. Agencies unanimously found the application process simple and easy. Almost all of them also found the technical assistance meeting helpful, particularly the review of the criteria and explanation of any changes (e.g. living wage requirements). One thought the meeting would only be useful to veterans of the process when there were changes in the program. A few appreciated seeing examples of a well-written application.

Committee. No need for change.

**Packet: Solicitation Letter (with information on the Living Wage requirements)
Program Funding and Contact Sheets**

Assumption: Solicitation letter is adequate except for the need to modify the reference to the one-time investment requirement.

Assumption: The applications provide you with sufficient information to make a good decision.

Assumption: Staff provides adequate assistance to agencies when they prepare their applications.

Approve: Draft solicitation packet, dissemination plan, and technical assistance meeting.

Deliberations – Goals - Three Meetings

Goals and Procedures for Evaluating Applications

The following paragraphs set forth the goals and procedures for evaluating proposals and making funding recommendations:

Proposed Statement of Goals for the Hearings:

- Encourage applications that best meet our purposes by articulating clear guidelines and applying them consistently;
- Assure that Committee members make well-informed decisions;
- Support local social services programs by providing a positive environment when discussing and considering proposals; and
- Assure an efficient process that avoids unnecessary work.

Four Meetings to Make Recommendations – The Committee added another meeting in and met four times in 2007 in order to review the applications and make its recommendations to the full Council. Those meetings include a(n):

- Initial Review of the Applications (*new in 2004*);
- Presentation Hearing;
- Pre-Allocation Discussion (*new in 2007*); and
- Allocation Hearing (funding recommendations).

The following paragraphs briefly describe the activities that occur at each of these four stages in order for you to decide whether anything should be changed this year.

Initial Review of the Applications – Becoming Familiar with Applications – Narrowing the Field - Clarifying Priorities The Council Office receives the applications (which typically number between 20 to 35) and takes about 10 days to assemble, summarize, clarify ambiguities with agencies and distribute them to Committee members and staff.

Since 2004, we have held a meeting to review applications about a week after you received the packet and about a week before hearing any presentations. This step provides an informal setting to share impressions early and ask questions of staff about the proposals and agencies. Last year, the meeting lasted about 2 hours and members took the following steps in the following order:

- notified the Committee of conflicts of interest and declared whether or not they had the ability to act fairly, objectively, and in the public interest;
- eliminated applications which were clearly inappropriate or a low-priority for funding that year; and
- reviewed the rest of the applications and raised questions for presenters to answer.

In past years, the Committee also has discussed:

- how to conduct public deliberation and inquiries, and
- its approach to allocation decisions (e.g. how to make that decision and handle partial-funding).

Survey Responses and Committee Comments

Agencies. The 2005 survey indicated that a majority of agencies would prefer that their application be cut before making a presentation if it was unlikely that they were going to be funded. This apparently was based upon the conclusion that they had better things to do with their time and did not see a real gain in the form of a second chance at persuading you to fund their request or in the form of broadcasting their needs to the larger community. Anecdotal comments reported in subsequent years reaffirms this conclusion.

Committee Debriefing: None. Typically the Committee has found value in sharing opinions and raising questions this early in the process. It eliminated 8 of the 29 applications (and accepted the withdrawal of another application) at last year's initial hearing.

Packet: **Cover Memo for Application Packet**
 List of Applications
 Summary of Applications
 Agenda

Assumptions: Summary of applications serves your needs.

Assumptions: Order of business is fine.

Issue: Eliminating applications at the initial meeting allows you to cull clearly ineligible projects and also bring the number of presentations down to a manageable number. In the latter case, you would be concluding that those projects are just not a high priority for funding this year. Are there other criteria or other considerations you can articulate now regarding that decision?

Presentation Meeting – In the last few years, staff relayed your questions to the presenters and scheduled their arrival in waves. Last year's 20 presenters were given five minutes to make their case with another five minutes to answer your questions. In all, the presentations lasted 2.8 hours.

Agency Responses and Committee Comments

Agencies. All of the respondents found the five-minute presentation adequate. One respondent noted that some agencies spoke for more than their allotted time.

Committee Debriefing. None

Packet: **Agenda for Last Year's Meeting**
 Sample List of Agencies and Questions

Allocation Hearings and Recommendations - Resolve Questions and Adjust Allocation of Funds The Committee members submitted ratings to the Council Office about a week after they heard presentations from the agencies. These ratings (on a scale of 0 - 5) and comments (including proposed amount of funding) were then presented to committee members a few days later in the form of a table. Soon after the table of ratings were distributed, the Committee met for a third time to informally discuss the ratings and consider recommendations to be made at a fourth (allocation) meeting. This meeting led to a less formal and more open discussion of the applications and how to allocate the funds. Please note that the Committee recommended full funding for 4 of the 16 grants and the amount of partial funding roughly corresponded to the rating of the application.

Survey Responses and Committee Comments

Agencies. Nine respondents found the funding/allocation process clear, consistent and equitable and 8 respondents said the same about the 0 – 5 rating system. Those who did not indicate agreement with the above either said they were not sure or left the question blank. This echoes responses from prior survey which indicated that the rating system was somewhat of a mystery. Eight respondents agreed with the partial funding of requests, and the four who said they received partial funding also said the amount was sufficient to accomplish the purpose of the application.

Committee Debriefing. None. Please note that last year the Committee allowed gradations of 0.5 in the 0 – 5 score.

**Packet: Pre-Allocation Memorandum
 Toward a Unified Rating System
 Table of Committee Ratings, Recommended Allocations, and Comments**

Assumption: The pre-allocation meeting to discuss allocation decisions prior to the final allocation meeting was useful and will be continued this year, but will need to be held in a room bigger than the Council Library.

Issue: The Committee has used a 0 – 5 rating scale and members may do so in gradations of 0.5. Two years ago the Committee considered attaching meanings for each whole number on the scale in order to help establish a more formal and uniformly-applied rating system. So far, those meanings have only served as guidelines. Does the Committee want to change them or make them more formal/

Assumption: Last year the proportion of funding tracked very nicely with the ratings (i.e. applications rated greater than 4.5 received full funding; applications rated between 4.0 – 4.5 received approximately 80% - 90% funding; and the rest received between 25% - 60% funding). While this correlation may have been coincidental, it does lend credibility to the rating system. In the past, it has also helped smooth over the “two modality problem”- when allocations are made, in some cases, on the basis of ratings and, in others, on the basis of the average allocations. This rating/allocation approach may work better with applications for program funds than with applications for physical improvements and, given our lack of maximum on the amount of the requests, may unduly limit you in regard to large, highly-rated requests. For this reason, I assume you do not want to commit to this approach early in the process.

Issue: Partial Funding/Matching Funds – For a number of years the Committee has asked the applicants to list their requests in order of their funding priorities and has asked presenters in advance to indicate what they would do with partial funding. Does this remain an adequate manner of addressing this issue.

Proposed Schedule - Traditionally the allocation phase for the program begins just after the CDBG funding is known (March) and runs to mid-June. Then the funding or implementation phase runs from July to December and sometimes into the next year.

Survey Responses and Staff Comments

Agencies. Eleven of the twelve respondents felt that the June – December reimbursement schedule served their needs. One respondent surmised that the 6-month reimbursement schedule works well with requests for equipment, but a longer schedule would work better for reimbursement of program (operational) expenditures.

Staff. The HAND department traditionally favors an early start in order to give agencies more time to spend their money before the end of the year.

Here are the critical steps in the allocation phase of the program and a proposed schedule:

<u>Action or Meeting</u>	<u><i>Action to be taken at JHSSF Meeting</i></u>
Council Office Solicits Applications	(By) Monday, March 2, 2009
Council Office Holds Technical Assistance Meeting	Thursday, March 26, 2009, 4:00 p.m., McCloskey Room
Agencies Submit Proposals (Deadline)	Monday, April 6, 2009, by 4:00 p.m. , Council Office
Council Office Distributes Application Packet to Committee Members	(By) Wednesday, April 22, 2009
Committee Initially Discusses and Eliminates Some Applications	Wednesday, April 29, 5:00 p.m., McCloskey Room
Committee Hears Presentations	Thursday, May 7, 2009, 4:00 p.m., Council Chambers
Committee Members Submit Rating of Applications	Wednesday, May 13, 2009, noon, Council Office
Committee Discusses Funding Recommendations at a Pre-Allocation Meeting	Monday, May 18, 2009, 5:00 p.m., Chambers
Committee Makes Funding Recommendations	Thursday, May 21, 2009, 4:00 p.m., Chambers
Agencies Complete the Funding Agreements	Monday, June 1, 2009, Council Office
Committee Evaluates the Program	Wednesday, June 3, 2009, 6:00 p.m., Council Library
Common Council Action on the Recommendations	Wednesday, June 17, 2009, 7:30 p.m., Council Chambers (before Tax Abatement Report)
HAND Holds Technical Assistance Meeting	Tuesday, June 23, 2009, 8:30 a.m., McCloskey Room

Packet: Calendar March – June 2009.

Funding Agreements and Their Implementation - We require agencies to execute a funding agreement (*Agreement*) with the City in order to assure proper use of the funds. The *Agreement* describes the purpose of the funds and sets a time frame for spending the monies (which can be extended by the Director of the HAND department and whose staff is responsible for monitoring the agreement). The *Agreement* also requires agencies to repay the funds if the money is not used in accordance with its terms. The HAND department implements these *Agreements* either by reviewing claims submitted by agencies and reimbursing those agencies or by authorizing payment directly to vendors. The Committee Chair is authorized to interpret the *Agreement*.

Survey Responses

Agencies. On the whole, agencies thought that the reimbursement system worked well and did not impair their ability to carry out the agencies' missions. One member thought it might create cash-flow problems, especially for expensive projects.

Committee Debriefing: None.

Packet: **Copy of current Funding Agreement**

Issue: *Two years ago the Committee agreed to establish the deadline for submitting claims to coincide with the first claims date in April. This has meant that the Chair of the Committee, and not the Director of HAND, would determine whether to extend the claims period beyond that date.*

Issue: *Please note that the Living Wage requirements began with a phase-in last year and that fact was reflected in the Solicitation Letter as well as the Agreement.*

Evaluation of Program: For the past four years, the Committee met in early June to discuss the year's procedures and the agencies were given a survey of their impressions of the process later that month.

Proposal: *Continue the practice this year.*

Coordination with Other Funding Sources – In the past, the Administration and Council and others have taken various steps to coordinate the funding of social services programs.

Issue: *Are there any steps the Committee would want to take this year or next year?*

Notice and Agenda
Jack Hopkins Social Services Funding Committee
4:00 p.m. on Monday, February 23, 2009
Council Chambers - Room 115,
Showers Center, 401 North Morton

1. Initial Matters
 - a. Introduction of Committee Members:
 1. Common Council
 2. Representatives from Other City Entities
 3. Staff
 - b. Election of Chair
 - c. Authorize the Council Office to act as Secretary for the Committee
2. History of Funding (\$180,000 available this year)
3. Last Year's Grants
 - a. Approve Report on 2008 Grants (Marilyn Patterson, Program Manager, HAND)
4. Evaluation of Last Year's Program
 - a. Approve Memorandum of the June 4, 2008 Debriefing Session
 - b. Consider Compilation of Responses to Survey
5. Review and Approve Committee Procedures for 2009 based upon Survey and Debriefing
 - a. Criteria – including Policy Statement
 - b. Soliciting, Assisting & Submitting Applications
 - c. Reviewing Applications, Hearing Presentations, Making Recommendations
 - d. Proposed Schedule/Dates/Deadlines
 - e. Funding Agreements
6. Other Business or Comments
7. Adjournment

History of Fund Allocations

JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM

HISTORY OF FUNDS

Year	Recipient	Purpose	Amount
1993			
	Public Health Nursing Assn.	New facility construction	\$90,000
Total Year Award			\$90,000
1994			
	Middle Way House	Women's and children's transitional facility	\$35,000
	Rhino's All Ages Club	Larger facility for adolescents' activities	\$5,000
Total Year Award			\$40,000
1995			
	Big Brothers / Big Sisters	Office Renovation	\$4,800
	Community Kitchen	Used vehicle to serve meals	\$9,000
	Girls, Inc.	Interior Construction	\$21,700
	Rhino's All Ages Club	Pilot outreach program	\$4,500
Total Year Award			\$40,000
1996			
	Boy's and Girl's Club	Central Air Conditioning	\$3,000
	Dental Care Clinic	Dental Equipment	\$1,450
	Girls, Inc.	Van Purchase	\$10,000
	Head Start	Building and Program Materials; insurance	\$4,400
	Hoosier Hills Food Bank	Refrigerated truck	\$3,800
	Middle Way House	Child care facility	\$17,350
	Shelter, Inc.	Housing for homeless	\$10,000
Total Year Award			\$50,000
1997			
	Community Kitchen	Transport containers to provide meals to at risk youth in after school programs	\$1,300

Hoosier Hills Food Bank	Equipment for Food Repackaging Room for meal rescue program	\$9,200
MCUM	Addition and renovation of child care facility	\$51,000
Options for Better Living	Upgrading phone and voice mail system	\$13,500
Stone Belt Center	Primary network server for computer system	\$15,000
Total Year Award		\$90,000

1998

Boy's & Girl's Club	Renovate and equip facility for a teen center and learning center	\$23,000
Community Kitchen	Purchase upright commercial oven, mobile sheet pan rack, and mats for kitchen floor	\$4,675
Evergreen Institute	Predevelopment costs for senior housing facility; any reimbursements to be applied to purchase of the property	\$17,000
Girls, Inc.	Purchase equipment to implement Operation SMART	\$6,500
Housing Authority	Insulate 8 buildings and purchase hand held carbon monoxide detector	\$5,000
MCUM	Renovate existing building to meet new building code	\$9,925
Options for Better Living	Repair 1991 Club Wagon for client purpose	\$3,000
Rhino's Youth Center	Operate Graffiti Clean-Up; salaries, operating costs	\$10,900
Shelter, Inc.	Renovate Campbell House for child care home; toys, furnishings, equipment	\$10,000
Total Year Award		\$90,000

1999

Amethyst House	New Van	\$10,000
Community Kitchen	Ice machine and freezer	\$4,650
Dental Day Care	Dental chairs and equipment	\$17,144
Evergreen Institute	Residence construction for elderly	\$8,208
Housing Authority	Roof replacements	\$9,300
Head Start	Classroom equipment	\$10,125
Hoosier Hills Food Bank	Cooler and condensing unit	\$14,394
MCUM	Equipment for food area	\$11,850
Mother Hubbard's Cupboard	Refrigeration unit	\$1,029

Planned Parenthood	Exam table for handicapped	\$5,000
Shelter, Inc.	Training (conference) for new program	\$4,300
Stone Belt	Industrial sewing machines	\$4,000

Total Year Award \$100,000

2000

June	Abilities Unlimited	Equipment for loan to persons with disabilities	\$3,498
	Center for Behavior Health	Floor covering for facility	\$7,000
	Citizens' Advocacy Coalition	Training and printed materials for a one-to-one advocacy program for persons with disabilities	\$1,500
	Community Kitchen	Eight dining tables	\$2,460
	Housing Authority	Outdoor lighting at two facilities	\$7,045
	Dental Care Clinic	To acquire used equipment	\$7,000
	Family Solutions	To buy audio/visual equipment and software for parenting library	\$714
	Girls', Inc.	For supplies and equipment for summer camp program and two car infant seats	\$2,303
	Hoosier Hills Food Bank	One low-lift pallet truck and three sets of racking	\$4,549
	Middle Way House	To construct addition onto their shelter	\$10,000
	Middle Way House	To buy and install security devices for two facilities	\$2,426
	Options for a Better Living	To buy materials, computer, and furniture for resource library for persons with disabilities	\$5,000
	Stone Belt Arc, Inc.	For equipment and software for "compuplay" facility for children with disabilities	\$11,500

Total Award for June 2000 \$64,995

2000

Oct	Abilities Unlimited	To purchase loaner equipment for persons with disabilities	\$3,000
	American Red Cross	To convert a van to a mobile supply vehicle for disaster relief	\$1,600
	Amethyst House	Rebuild foundation of Womens' facilities	\$7,500
	Bloomington Hospital - Home Health Services	Implement a pilot healthcare program for local inmates after release from jail	\$3,000

Big Brothers / Big Sisters & Boy's and Girl's Club	To expand hours and activities for children at their Crestmont Site	\$9,500
Family Services - CASA	Hire staff for tracking services and measuring outcomes	\$3,200
Girls', Inc.	For the Friendly PEERsuasion Program	\$2,500
Girls', Inc. - Reading Renegades	For books, refreshments, and misc. equipment for after school reading program	\$620
Middle Way House	To buy an Industrial Grade document scanner for Confidential Document Destruction Program	\$3,210.95
Mother Hubbard's Cupboard	To establish a new southside food pantry in concert with the Community Kitchen and the Perry Township Trustees	\$9,000
Rhino's Youth Center	To construct a radio studio at center	\$2,000

Total Awards for October 2000 \$45,130.95

2001

American Red Cross (Monroe County Chapter)	To purchase tables and chairs for community classroom	\$5,100
Big Brothers Big Sisters of Monroe County, Inc.	To purchase and install windows and doors for its facility	\$8,779
Bloomington Housing Authority	To purchase and install outdoor lighting for Walnut Woods complex	\$6,502
Center for Behavioral Health	To purchase counseling software for children	\$1,639
Community Kitchen of Monroe County, Inc.	To purchase equipment for second food preparation and distribution site	\$10,721
Hoosier Hills Food Bank	To purchase food for city residents	\$3,000
Middle Way House, Inc.	To support pilot childcare nutrition program/enterprise by paying salaries of cook	\$23,885
Monroe County United Ministries	To pay rent and utilities for city residents at risk of being dislocated	\$32,884
My Sister's Closet of Monroe County	To purchase display, tagging, and laundry equipment for clothing donation program	\$1,130
Options for Better Living	To purchase CPR training equipment to train staff	\$4,966
Planned Parenthood	To purchase equipment to test for anemia	\$1,394

Total Awards for June, 2001 \$100,000

2002

Amethyst House, Inc.	To help rebuild and expand the men's facility by restoring the historic façade.	\$20,000
Area 10 Agency on Aging	To purchase equipment for the Food Pantry at the Girls, Inc. site	\$1,475
Big Brother Big Sisters of Monroe County	To purchase computer equipment for recruitment and training initiative	\$3,623
Bloomington Area Arts Council/ JWAC	To purchase a raku kiln and other equipment for the art education program.	\$2,895
Center for Behavioral Health (Children's Services)	To purchase equipment and fund 4 programs serving children and their parents	\$3,952
Community Kitchen of Monroe County, Inc.	To purchase a copy machine shared with Shelter, Inc. and aprons, and hairnets	\$3,639
Girls Incorporated	To pay for the salary of the director of the after-school and summer youth programs.	\$15,000
Girls Scouts of Tulip Trace Council	To purchase 2 learning modules for the agency's Family Life Education Program.	\$2,148
Indiana Legal Services, Inc.	To pay for the salary of an attorney as well as printing and publication expenses related to the new Housing Law Center.	\$20,000
Mental Health Association in Monroe County	To start-up five new support groups and to publish an updated version of the directory of mental health services.	\$10,192
Mother Hubbard's Cupboard, Inc.	To fund a new nutrition education program	\$5,000
Options for Better Living	To purchase materials for a program between Options and Center for Behavioral Health to address persons with dual diagnosis	\$5,000
Planned Parenthood	To purchase an autoclave for the purpose of sterilizing instruments.	\$1,495
Rhino's Youth Center	To purchase audio and video editing equipment for after-school programming.	\$8,264
Shelter, Inc.	To purchase new appliances for Campbell House	\$2,317
South Central Community Action Program, Inc.	To establish a revolving loan program for auto repairs of clients	\$5,000

Total Awards for June, 2002 \$110,000

2003

Amethyst House, Inc.	To purchase and install a stairway elevator at Men's House facility	\$4,521
Area 10 Agency on Aging	To pay for 50% of the annual wage for the Food Pantry/Emergency Food VISTA	\$4,614
Big Brothers Big Sisters	To pay for Program Manager and program expenses for Girl's Inc.'s Teen Outreach LEAP Program	\$11,904
Bloomington Area Arts Council	To pay for at least 50 scholarships for at-risk low-income city youth to participate in John Waldron Education Program	\$4,250
Boys & Girls Club	Job Development Specialist for TEENS Supreme Career Prep Program	\$25,000
Citizens Advocacy	Preparation and distribution of a quarterly newsletter for Citizens Advocacy Program	\$3,000
Community Kitchen	Replace fire suppression system, loading dock, and 60 chairs for the S. Rogers site	\$10,104
Family Services Association	Purchase laptop computer, LCD projector, and carrying cases to promote activities, train	\$3,000
Middle Way House, Inc.	Purchase thermal carriers; pots, pans, and food trays; and, dishwasher proof dishes and flatware in order to extend program to Area 10 Agency on Aging	\$4,100
MCUM	Subsidize childcare costs for low-income households within the City	\$20,000
Options for Better Living	Pay for materials for its resource library and speaker fees related to the Family Partnership	\$1,725
People & Animal Learning Services, Inc. (PALS)	Purchase and install tow hydraulic mounting lifts to be used for and owned by the PALS therapeutic riding program	\$3,400
Planned Parenthood	Purchase four computers for its 421 South College facility	\$3,600
Shalom Community Center	Pay for six phone sets and install three new phone lines at its 219 East 4 th Street facility	\$1,900
South Central Community Action Program	Pay for the development of computer software	\$6,292
Templeton Elementary School	Pay for food and supplies for its Kinder Camp summer program to serve children entering kindergarten or the first grade	\$2,580

Total Awards for June, 2003 \$110,000

2004

Big Brothers Big Sisters	Purchase a server, related equipment, and software to implement Phase I of its long range service plan	\$4,500
Boys & Girls Club	Pay for salaries, transportation, and other operating costs related to the No Kid Left Behind Program	\$8,000
Citizens Advocacy	Pay to print 4,000 brochures, fact sheets, and handouts, as well as approximately 500 informational guides to help recruit advocates	\$1,180
Community Kitchen	Replacing a door and dishwashing machine, purchase a garbage disposal and kitchen grade metal shelving	\$7,780
El Centro Comunal Latino	Purchase software, office equipment, and furniture for a central office & meeting space	\$1,500
Girls Incorporated	Pay a portion of the cost of one used bus	\$10,000
Hoosier Hills Food Bank	Pay for renovations to the facility	\$13,294
Martha's House	Pay for salaries and operational costs needed to operate 28-bed emergency shelter & facilitate a new self-sufficiency & outreach program	\$17,823
Mental Health Assoc/Family Services Association	Pay for computer equipment and a portion of salaries for a Jail Diversion Specialist – to find other means for handling non-violent, mentally ill offenders	\$10,000
Middle Way House, Inc.	Pay a portion of salary and benefits for a Housing Specialist who will develop a cooperative housing program & facility for low-income women	\$7,500
Monroe County United Ministries	To subsidize child care services for low-income city residents primarily during the summer months	\$15,000
Planned Parenthood	To purchase 6 sets of cervical biopsy equipment	\$2,923
Rhino's Youth Services	To purchase 4 portable 250 GB hard drives, a multi-media PC with monitor, and other equipment	\$5,000
Shalom Community Center	To pay for a part-time Food Service Coordinator to expand its breakfast & lunch program as well as train & provide work experience	\$5,500

Total Awards for June, 2004 \$110,000

2005

Big Brothers Big Sisters of South Central Indiana	Salary of Partnership Coordinator for a multi-year Capacity Building project	\$5,000
Bloomington Hospital/ Community Health Education	Facilitator salary for New Parents Initiative for the third year	\$3,000
Bloomington Housing Authority	Washers, dryers, vacuum cleaners and accessories, for Lice Program	\$5,000
Community Justice & Mediation Center (CJAM)	Personnel, training, and recruitment expenses for constructive conflict resolution program for Black and Multi-racial youth	\$1,400
Community Kitchen of Monroe County, Inc.	Replace produce cooler and purchase food trays for free meal service	\$4,100
Habitat for Humanity of Monroe County	Two heaters and insulation for Habitat ReStore facility	\$4,100
Martha's House, Inc.	Pay salary for Assistant Director and House Managers of the Emergency Shelter program	\$12,500
Middle Way House, Inc.	Steel ramp, tow bar loops, lifts for Confidential Document Destruction	\$10,000
Monroe County United Ministries, Inc.	Caseworker salary for Emergency Services program	\$16,000
Options for Better Living, Inc.	Modify wheelchair accessible van for community participation program	\$7,500
Planned Parenthood of Indiana, Inc. (PPIN)	Security cameras and equipment for the facility at 421 S. College Ave.	\$1,500
Rhino's Youth Center	Construction of bathrooms and upgrade of heating and cooling system for Rhino's Youth Center at 330 South Walnut Street.	\$22,900
Shalom Community Center, Inc.	Vertical lift for Shalom Center annex at 110 S. Washington St.	\$9,000
South Central Community Action Program, Inc. Head Start	Furnishings, equipment and cognitive materials for Head Start classrooms at Templeton and Summit schools	\$8,000
South Central Community Mental Health Centers, Inc.	Training, consultation and licensing for Functional Family Therapy program	\$10,000
Stone Belt Arc.	Salary for a Curriculum Specialist for new Career Advancement program	\$5,000
Total Awards for 2005		\$125,000

2006

Amethyst House	To pay for property and liability insurance, utilities, food, and salaries needed to operate the Men's House at 215 North Rogers.	\$8,000.00
The Area 10 Council on Aging of Monroe & Owen Counties, Inc.	To purchase IRis online software for the Go Live with 211 Infoline initiative.	\$2,187.33
Big Brothers Big Sister of South Central Indiana	To reconfigure and repair the roof and restore water-damaged areas at 418 South Walnut.	\$8,109.00
Bloomington Hospital Positive Link	To purchase portable hot boxes, portable coolers, and related supplies for the Nutrition Links program.	\$1,150.00
Boys & Girls Club of Bloomington	To pay for staffing, supplies, food, and rent for the Crestmont Youth Camp.	\$8,160.00
Center for Behavioral Health	To pay for car repairs and garage insurance for the Wheels to Work program.	\$1,816.67
Community Justice and Mediation Center	To pay for printing a conflict resolution handbook, purchasing conflict resolution materials, and personnel expenses for outreach and instruction.	\$2,170.00
Community Kitchen of Monroe County, Inc.	To purchase and repair a used van from Girls, Inc.	\$8,401.64
El Centro Comunal Latino	To purchase a portable DLP projector and laptop and provide stipends for speakers for the Informate Series initiative.	\$2,468.51
First Christian Church	To purchase two jumbo storage cabinets, an upright freezer, and supplies for the Gathering Place.	\$1,250.00
Girls Incorporated of Monroe County	To pay for personnel expenses for a half-time Program Specialist and purchase Commit to be Fit support materials.	\$1,950.40
Hoosier Hills Food Bank, Inc.	To install lights, replace door, reinstall floor scale, and purchase safety equipment for two trucks.	\$6,670.00
Martha's House Inc.	To pay for personnel expenses for the Martha's House homeless shelter.	\$8,000.00
Mental Health Alliance	To pay for personnel expenses for a Mental Health Community Coordinator and Office Manager and for the purchase of: resource guides, supplies, telephone expenses, travel costs, audit insurance, equipment leases and items for the Material Support Program (\$13,532.80

Middle Way House, Inc.	To pay for the personnel expenses of the Childcare Program Coordinator.	\$12,000.00
Monroe County United Ministries	To pay for personnel expenses of an additional social worker for the Emergency Services program.	\$20,000.00
Mother Hubbard's Cupboard, Inc.	To pay for the purchase and installation of one two-door freezer unit and one two-door refrigeration unit.	\$6,670.00
Options for Better Living, Inc.	To format and rebuild computers and install modems and software as part of the Equalizing with E-cycling program.	\$4,000.00
Pinnacle School (dePaul Reading & Learning Association, Inc.)	To purchase specialized teaching materials.	\$4,394.67
Planned Parenthood of Indiana	To install cabinetry and purchase files and furniture for the front desk renovation.	\$2,440.00
Shalom Community Center	To purchase a communication system and a technology system network that includes both server and software to be installed at 110 South Washington, Bloomington, Indiana.	\$7,809.18
South Central Community Action Program Head Start	To pay for personnel expenses incurred as part of the Children's Door exchange program.	\$2,230.80
Teachers Warehouse	To purchase shelving and help pay for overhead costs.	\$2,000.00
Total Awards for 2006		\$135,411

2007

Bloomington Hospital Positive Link	To pay for transportation assistance, training materials, and client services materials for the Mpowerment group support program.	\$2,360.00
Bloomington Housing Authority	To pay for the salary for the Neighborhood Nurse and supplies for the Neighborhood Nurse program.	\$5,600.00
El Centro Comunal Latino	To provide compensation for the Program Coordinator Position whose duties include supervising and directing three existing programs and implementing two new programs.	\$11,000.00
Community Kitchen of Monroe County	To purchase and install a walk-in cooler and freezer for the 917 South Rogers facility.	\$29,800.00

Martha's House, Inc.	To pay for a commercial washer and dryer for the emergency shelter.	\$2,400.00
Middle Way House, Inc.	To pay for salaries, taxes, and benefits for House Manager and weekend staff for the Emergency Shelter.	\$6,500.00
Monroe County United Ministries, Inc.	To subsidize affordable childcare costs for working families residing in the City.	\$28,080.00
My Sister's Closet	To purchase equipment for resale store of women's workforce clothing and a display case to inform the public about the program.	\$2,500.00
Planned Parenthood of Indiana, Inc.	To pay for wellness exams for the Friend to Friend Patient Pass program which serves low-income women in the City of Bloomington.	\$5,000.00
Shalom Community Center, Inc.	To purchase and install a three-compartment deep well sink and convection oven for the Shalom Community Center currently located at 219 E. 4th Street.	\$5,450.00
South Central Community Action Program	To purchase and install additional surfacing material for the Arlington Park and Lindbergh Center playgrounds.	\$5,000.00
Stepping Stones	To purchase tutoring and back-to-school supplies for the Stepping Stones, Inc. Tutoring program.	\$1,314.00
Stone Belt Arc, Inc.	To renovate quadrant of manufacturing center for production of client-designed and manufactured fine art pieces.	\$7,746.00
Volunteers in Medicine of Monroe County	To purchase computer equipment, commercial grade multi-function printer, subscription to messaging system, and IT network and support for a new, community health care clinic for uninsured residents of Monroe and Owen counties.	\$32,250.00

Total Awards for 2007 \$145,000.00

2008

Bloomington Housing Authority with Bloomington Housing Authority Resident Council	To help renovate Boys and Girls Club satellite facility at 1033 and 1037 North Summit Street	\$12,481.00
Boys and Girls Clubs of Bloomington	To purchase a minibus for the transportation of children	\$17,000.00

Christole, Inc.	To help pay for the installation of a fire sprinkler system in the group home at 1701 Winslow Road	\$3,500.00
Community Kitchen of Monroe County, Inc.	To purchase a commercial-grade refrigerator for use at 917 South Rogers Street.	\$2,350.00
El Centro Comunal Latino	To pay for a person to help operate and evaluate El Centro Comunal Latino's programs as a pilot project	\$11,000.00
Habitat for Humanity of Monroe County, Inc.	To help pay for the renovation of Campbell House for use by agency programs and staff	\$4,000.00
Hoosier Hills Food Bank	To purchase a refrigerated cargo van for use in the Meal Share prepared food rescue program	\$31,414.00
Martha's House, Inc.	To cover personnel expenses as bridge-funding to operate shelter services	\$16,000.00
Mother Hubbard's Cupboard, Inc.	To provide bridge-funding to pay for salaries to operate the Mother Hubbard's Cupboard community food pantry	\$24,000.00
Options for Better Living, Inc.	To purchase refurbished computers, modems and internet services to link between community living homes and the main office	\$4,000.00
Planned Parenthood of Indiana, Inc.	To pay for colposcopies for women with abnormal Pap test results	\$2,500.00
Rhinos' Youth Center	To purchase chairs for Rhino's youth center at 331 S. Walnut Street	\$3,000.00
Shalom Community Center, Inc.	To purchase and install food service equipment for the Shalom weekday food program	\$11,030.00
South Central Community Action Program Head Start	To cover salaries, materials, stipends, meals, and childcare for the Circles Campaign pilot project	\$18,000.00
Stepping Stones, Inc.	To help operate the Stepping Stones Independent Living Program for youth aged 16-20 years	\$5,000.00

Volunteers in Medicine of Monroe County	To purchase computer equipment for three clinical work stations, a monitor and software to improve delivery and lower the cost of medical services.	\$10,725.00
Total Awards for 2008		\$176,000.00

Last Year's Grants

**Council Resolution Allocating Funds, Approving the
Funding Agreements, and Authorizing Other**

Procedures

Report of Last Year's Grants

**Interpretation of Funding Agreement – Letter to
Community Kitchen**

RESOLUTION 08-08

AUTHORIZING THE ALLOCATION OF THE JACK HOPKINS SOCIAL SERVICES PROGRAM FUNDS FOR THE YEAR 2008 AND OTHER RELATED MATTERS

- WHEREAS, the Common Council established the Social Services Funding Committee (Committee) in 1993 to make recommendations to the entire Common Council regarding the allocation of discretionary social services funds and, in 2002, named the program in the honor of Jack Hopkins, who was instrumental as a Council member in the establishment of this funding program; and
- WHEREAS, according to Resolution 02-16, the Committee serves as a standing committee of the Council with five members from within the Council appointed by the President of the Council and with as many as two members added by the Committee from other city entities; and
- WHEREAS, this year the Committee includes Council members Tim Mayer (chair), Isabel Piedmont, Andy Ruff, Susan Sandberg and Mike Satterfield along with Community Development Block Grant Citizen Advisory Committee member, Tony Pizzo and Community and Family Resource Commission member Hans Huffman; and
- WHEREAS, this year the City increased the funding from \$145,000 to \$165,000 and reappropriated \$11,000 of unspent funds from 2007 to bring the total amount for allocation to \$176,000; and
- WHEREAS, the Committee held a preliminary meeting on February 28, 2008 to establish the program procedures for the year; and
- WHEREAS, at that time, the Committee reaffirmed the Policy Statement, which set forth and elaborated upon the following criteria for making their recommendations:
1. The program should address a previously identified priority for social services funds (as indicated in the *Service Community Assessment of Needs* (SCAN), the City of Bloomington Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan* or any other community-wide survey of social service needs); and
 2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, makes a significant contribution to the program; and
 3. This investment in the program should lead to broad and long lasting benefits to the community; and
- WHEREAS, by the deadline at 4:00 p.m. on April 7, 2008, 29 agencies had submitted applications seeking approximately \$384,450 in funds (but one agency subsequently withdrew their application); and
- WHEREAS, on April 29, 2008, the Committee met to discuss the applications, drop some from further consideration and raise questions to addressed by the applicants at the presentation hearing, which was held on May 9, 2008 and where the Committee heard presentations from 20 agencies; and
- WHEREAS, in the days following the presentations, the members of the Committee rated those proposals on a scale of 0 to 5; and
- WHEREAS, on May 19, 2008, the Committee met for a Pre-Allocation meeting and passed a series of preliminary motions that funded 16 applications and these recommendations were adopted by the Committee at the Allocation meeting on May 22, 2008; and
- WHEREAS, funding agreements have been executed by the 16 agencies recommended to receive funds and those agencies understand and agree to abide by the terms of those agreements; and
- WHEREAS, the staff of the HAND department will arrange for the disbursement of the grant funds pursuant to the funding agreements, which will be interpreted by the Chair of the Committee; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. The Common Council now allocates one hundred and seventy-six thousand dollars (\$176,000) set aside for the Jack Hopkins Socials Services Funding program in 2008 to the following agencies for the following amounts and in accordance with the funding agreements approved in Section 2:

Agency	Grant Amount	Purpose
Community Kitchen of Monroe County, Inc.	\$2,350.00	To purchase a commercial-grade refrigerator for use at 917 South Rogers Street.
Hoosier Hills Food Bank	\$31,414.00	To purchase a refrigerated cargo van for use in the Meal Share prepared food rescue program
Volunteers in Medicine of Monroe County	\$10,725.00	To purchase computer equipment for three clinical work stations, a monitor and software to improve delivery and lower the cost of medical services.
Shalom Community Center, Inc.	\$11,030.00	To purchase and install food service equipment for the Shalom weekday food program
South Central Community Action Program	\$18,000.00	To cover salaries, materials, stipends, meals, and childcare for the Circles Campaign pilot project
Martha's House, Inc.	\$16,000.00	To cover personnel expenses as bridge-funding to operate shelter services
Mother Hubbard's Cupboard, Inc.	\$24,000.00	To provide bridge-funding to pay for salaries to operate the Mother Hubbard's Cupboard community food pantry
Boys and Girls Clubs of Bloomington	\$17,000.00	To purchase a minibus for the transportation of children
Bloomington Housing Authority with Bloomington Housing Authority Resident Council	\$12,481.00	To help renovate Boys and Girls Club satellite facility at 1033 and 1037 North Summit Street
Stepping Stones, Inc.	\$5,000.00	To help operate the Stepping Stones Independent Living Program for youth aged 16-20 years
Options	\$4,000.00	To purchase refurbished computers, modems and internet services to link between community living homes and the main office
Rhinos Youth Center	\$3,000.00	To purchase chairs for Rhino's youth center at 331 S. Walnut Street
Planned Parenthood of Indiana, Inc.	\$2,500.00	To pay for colposcopies for women with abnormal Pap test results
El Centro Comunal Latino	\$11,000.00	To pay for a person to help operate and evaluate El Centro Comunal Latino's programs as a pilot project
Habitat for Humanity of Monroe County, Inc.	\$4,000.00	To help pay for the renovation of Campbell House for use by agency programs and staff
Christole, Inc.	\$3,500.00	To help pay for the installation of a fire sprinkler system in the group home at 1701 Winslow Road

SECTION 2. The Council approves the funding agreements for these allocations, copies of which are kept in the Council Office and HAND department files, and directs the Office of the Controller to issue checks in the ordinary course of business to the agency once the staff of the Housing and Neighborhood Development Department submit a copy of the signed agreement and the appropriate purchase orders.

SECTION 3. The Council further authorizes the Chair of the Social Services Funding Committee to resolve any questions regarding the implementation of the funding agreements.

SECTION 4. The Council also approves the Report of this Standing Committee of the Common Council, which is comprised of the relevant portions of the packet memo and the related packet materials.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2008.

SUSAN SANDBERG, President
Bloomington Common Council

SIGNED and APPROVED by me upon this _____ day of _____, 2008.

MARK KRUZAN, Mayor
City of Bloomington

ATTEST:

REGINA MOORE, Clerk
City of Bloomington

SYNOPSIS

This resolution brings forward the recommendations of the Jack Hopkins Social Services Funding Program Committee. The principal task of the Committee is to recommend funding for local social services agencies which offer proposals consistent with program criteria. Over the last 15 years (1993 – 2007), the City has expended in excess of \$1.3 million dollars to local social services programs. In 2008, the City decided to increase the annual amount of funds for this program from \$145,000 to \$165,000 and to reappropriate an additional \$11,000 of unspent funds from 2007 to bring the total allocation this year to \$176,000. The resolution allocates the social services funds to 16 agency programs, approves the funding agreements with these agencies, accepts the report of the Committee, and authorizes the chair of the Committee to resolve any questions regarding the interpretation of the agreements.

Memo

To: Common Council
From: Marilyn Patterson
Date: February 17, 2009
Re: 2008 Jack Hopkins Social Service Grants

Bloomington Housing Authority



The Bloomington Housing Authority and the Crestmont Boys and Girls Club used the \$12,481 Jack Hopkins Grant to partially renovate the Crestmont Boys and Girls Club. The entrance area was completely remodeled and confining second floor walls were removed. These changes have dramatically improved the usability of the Club. The Club now needs half the staff as before to provide the necessary supervision. The space has been transformed into a "Club", rather than simply "empty housing units" with wall paintings.

Boys and Girls Clubs



The Boys and Girls Club has purchased a new minibus, with money provided through a 2008 Jack Hopkins Grant. The mini bus not only provides "school to club" transportation, but also provides return van transportation to Club members who live in Hays Court, Timber Ridge, and Henderson Court - these club families have a low annual household income and lack reliable transportation. On any given day, 90 to 95 percent of Club members use Club transportation. Due to the continuous growth in the community, transportation is becoming more and more of a necessity for Club members. Additionally, the minibus purchase addresses an important safety issue since per the National Highway Traffic and Safety Administration; this minibus is safer than the 15 passenger vehicles that have been used in the past. So, the club now has increased the ability to transport members and the kids are safer.

Christole, Inc.



Christole, Inc. has installed the Fire Sprinkler System at its Winslow location. The new sprinkler system supplements the current fire alarm system and brings Christole into compliance with new fire safety regulations which became effective in April 2008. This helps keep the six young men who have autism and developmental disabilities that reside at the home safe and independent.

Community Kitchen



Community Kitchen used Jack Hopkins funds to purchase a commercial refrigerator, replacing the last residential unit in their operation. This new refrigerator allows for better temperature control during the serving hours when this unit is opened and closed many times to hand out carryout meals. At the time of ordering they were able to negotiate a lower price on the proposed unit and therefore received approval to purchase an additional cold carryout cooler. The cooler is used to transport cold carryout meals to the Express location each day.

El Centro Comunal Latino



El Centro Comunal Latino (CCL) used the JHSSF to employ Marinés Fornerino to provide and evaluate CCL's programs. In this position, Marinés has been able to begin to develop projects in the areas of substance abuse and employment. More importantly, CCL has been able to provide direct services to Latinos in the community, serving over 60 individuals every month since Ms. Fornerino has been working for CCL.

Habitat for Humanity



Habitat for Humanity of Monroe County received funds from the Jack Hopkins Social Services Fund for the renovation of the office annex. This grant money paid for plumbing and electric systems upgrades needed to transform the annex from one large space into a kitchen, a space for two new workstations and a large group meeting area. The existing bathroom was re-plumbed with adult-sized fixtures and a shower. As a result of the grant, Habitat now has increased their capacity to prepare volunteer food, expand their staff, provide accessible meeting space for large group meetings and host overnight volunteer groups.

Hoosier Hills Food Bank



Hoosier Hills Food Bank's 2008 Jack Hopkins Social Service Grant was used to purchase a new 2008 GMC Savanna van and a new Thermo King Refrigeration Unit and insulation package. The van is used primarily for HHFB's Meal Share prepared food rescue program. The van is used five days a week and food is collected from nearly 50 regular Meal Share donors including restaurants, catering services, Greek houses and campus food service operations. Twice each week, food is collected from the French Lick Resort Casino. Meal Share food is either repacked by volunteers in family friendly portions or delivered directly to agencies like Community Kitchen and the Shalom Community Center for use in carry-out meals. The new van has improved the fuel

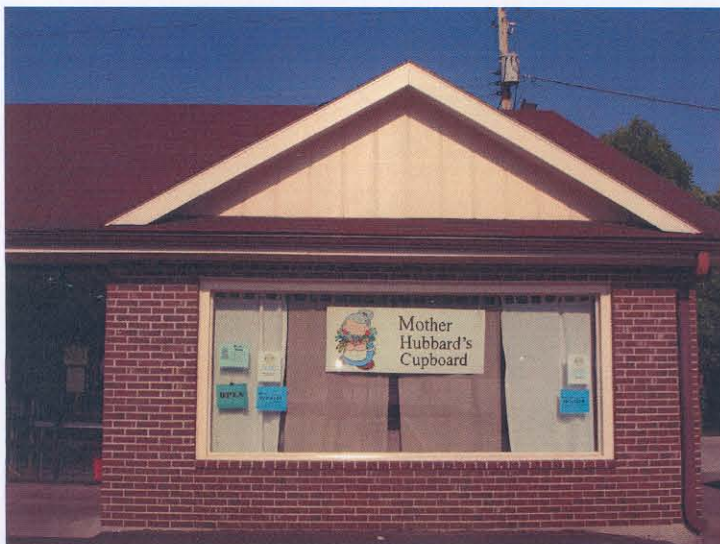
efficiency of the agency and is much easier to navigate through the alleys, parking lots and tight quarters where much of the food is collected.

Martha's House



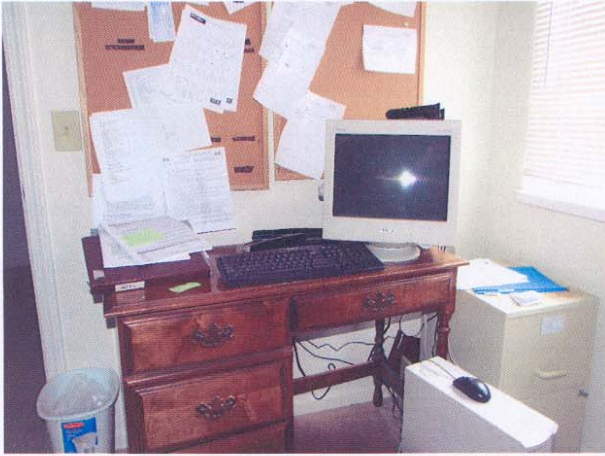
Funds from the JHSSF Grant helped support salaries for Martha's House staff providing direct services to adult men and women living in the shelter. This staff includes Resident Advocates and a Case Manager who assist residents as they build self-sufficiency skills. This support provided much needed financial relief to the agency as they explored and established new funding sources to support the emergency shelter.

Mother Hubbard's Cupboard



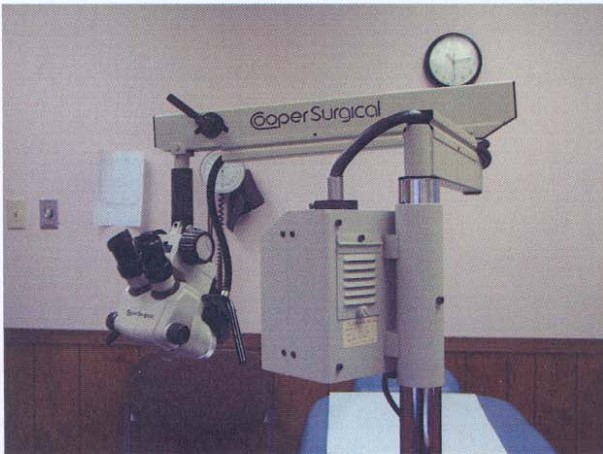
The 2008 Jack Hopkins Social Services Fund Grant was used by Mother Hubbard's Cupboard (MHC) to cover \$24,000 in operational expenses (a portion of the Executive Director and Assistant Director salaries). This grant made it possible for MHC's food pantry to keep up with growing client demand while MHC successfully added two new fundraisers, diversified its grant base and developed a major gifts donation program.

Options



Through the Jack Hopkins Grant Options designed and implemented an electronic communication tool using refurbished computers. Funds from the grant provided support for DSL service, modems and hardware for supported living settings in Bloomington. There were a total of nine Accel kiosk installs completed during the project. Monroe County Community School Corporation donated the computers and they were refurbished with the help of Accel Consulting. Options staff will soon have the capability of accessing 15 customer e-files via the kiosk computers installed.

Planned Parenthood of Indiana



Early detection of cervical cancer is the key to avoiding tragic outcomes, yet availability of affordable testing is falling short for vulnerable populations. Follow-up care to an abnormal Pap test, like a colposcopy, is often beyond the financial reach of many of our patients, even with partial payment assistance available from our Women's Health Fund (WHF). The Jack Hopkins grant has provided for eight area women with the greatest need to access this potentially-lifesaving diagnostic procedure by fully funding their colposcopies. This grant has filled a crucial gap in patient assistance and made indispensable WHF dollars available for other preventive care.

Rhinos Youth Center



Rhino's Youth Center used the Jack Hopkins Social Service Fund to purchase folding chairs for the club. The chairs have already been used for three community youth initiatives outside of the normal Rhino's programming, as well as for the Monroe County Probation Department's Victim Impact Panel. The purchase of the chairs also helped Rhino's leverage an in-kind donation of material and labor from Rhino's Youth Center's parents for a system of storage shelves for the chairs.

Shalom Community Center, Inc



The Shalom Community Center has significantly enhanced the agency's ability to operate its hunger relief program. The JHSSF were used to purchase two buffet style Food Shroud's with Plexiglas sneeze guards. These purchases were necessary to bring the program into full compliance with health code regulations and greatly increased the programs cooking capacity.

South Central Community Action Program Circles Initiative:



The Jack Hopkins funding was essential in launching The Monroe County Circles™ Initiative, by paying for staff time to facilitate the class sessions, provide materials, meals and childcare in order to start the families on a journey out of poverty. The program is helping build intentional friendships across race and class lines and aid vulnerable families in achieving self-sufficiency in Bloomington.

Stepping Stones



Stepping Stones used the JHSSF to strengthen their independent living program. Some of the funds were used in household management: providing new and incoming residents with much needed supplies including food; bathroom & kitchen items like towels; bus tickets for transportation back and forth from work and school; and other household items. A portion of the funds were used to purchase career assessments for their career exploration program, "Life Steps," which helped the agency expand their community outreach to other at-risk youth.

Volunteers in Medicine of Monroe County



JHSSF 2008 grant allowed VIM to purchase UpToDate, which is a unique resource for clinicians and patients. UpToDate provides a faculty of experts to answer patient questions, keep patient information updated, and create a format that is easy for authorized persons to use. Jack Hopkins funding has also allowed VIM to purchase software for the patient assistance program, which improves the productivity of both the volunteers and the staff.



A Safe Place to Begin Again

September 2, 2008

MARTHA'S HOUSE
PO Box 2115
Bloomington, IN 47402
812-355-6841

Jack Hopkins Final Report

812-332-1444 Shelter
812-332-9690 Fax

Officers

Robert Miller
President

Susie Hamilton
Vice President

Patrick Murray
Secretary

Mark McMath
Treasurer

Board Members:

Jack Baker
Patti Cummings
Debra Traylor Davis
Jim Regester
Martha Regester
Adam Stivers
Sue West

Executive Director

Bobbie Summers

I am requesting the remaining funds be drawn down from the Jack Hopkins Grant awarded to our agency. The funds from the grant have helped support salaries and insurance benefits for Martha's House staff providing direct services to adult men and women living in shelter. This staff includes Resident Advocates and a Case Manager who assist residents as they build self-sufficiency skills.

This budgetary support provided much needed financial relief to our agency as we pursued other funding sources. During the past several months while the agency received support from this year's Jack Hopkins' award the staff and board were able to explore and establish new funding sources to support the emergency shelter. These sources include the Indiana Department of Correction for Parolees living at shelter while reestablishing themselves in our community, a board organized fund raiser to identify new donors, a newsletter to build better community awareness of the agency, an endowment in memory of Roberta McCloskey to support women staying in shelter, a request and approval for increased support from Bloomington Township Trustee, and a collaborative fund raising project for Hunger and Homelessness Awareness Week.

While these new funding sources will alleviate some of the financial needs of the agency, efforts to establish other funding sources will continue to be explored throughout the year. This will include staff and board working to become a United Way Agency, identifying funds from surrounding counties using shelter, NAP credits, Veterans Administration grants, and private foundations.



MOTHER HUBBARD'S CUPBOARD

A BLOOMINGTON COMMUNITY FOOD PANTRY

1010 S. Walnut Street, Suite G, Bloomington, IN 47401

812.355.6843 • mhc@mhcfoodpantry.org • www.mhcfoodpantry.org

Jack Hopkins Outcome Report: December 2008

Mother Hubbard's Cupboard (MHC) evaluates our progress by collecting quantitative client data on a daily basis, through an annual comprehensive survey of patrons, and through verbal and written feedback from clients. We measure:

- 1) Number of unduplicated city clients who use our services
- 2) Amount of total client services (bags of food) provided
- 3) Amount of food distributed
- 4) Client satisfaction, using direct client feedback, including client surveys and polls
- 5) Participation by our clients as pantry volunteers
- 6) Amount of unsolicited, anonymous client donations received in onsite collection box

In 2008, we collected the following data thru December 2008:

- 1) MHC served 5,835 unduplicated low-income clients. 3,617 were unduplicated city residents.
- 2) We provided 80,355 total client services, over a third of whom are children. On average this is 528 households each week. Average number of clients served per week: 1429 in Jan-Dec. 2007; 1,633 in Jan-Dec 2008. This indicates an increase in demand for our services. Currently, we are serving 204 more individuals per week than the weekly average just 11 months ago, a 13% growth.
- 3) Estimated MHC will distribute 800,000 pounds of food in 2008 (December HHFB statistics not available yet).
- 4) 421 Patrons participated in our annual 2008 survey. 95% of those asked participated.
- 5) We had 110 active volunteers, 85% of whom were also food pantry patrons. Volunteers collectively contributed over 120 hours of service per week.
- 6) Anonymous patrons contributed \$957 at our in-pantry collection box.

The outcomes of this data are as follows:

- 1) As a result of our services, 79% of surveyed patrons said they experienced less hunger in the past year.
- 2 & 3) The amount of food we redistributed has a great impact on patrons. 77% said that it would be impossible or difficult to afford enough food without MHC's service. Another 76% said it would be impossible or difficult to afford the kind of foods their families need.
- 4) 96% of patrons surveyed felt like they were treated with respect at MHC. 82% said the food at MHC could be used to prepare nutritious meals.
- 5) Retention of volunteers and regularity of volunteer services has led to increased stability and organization within the pantry, as well as improved customer service.
- 6) Donations from clients indicate a desire to give back to an organization that has helped them.

Based on this data, the following changes have been made in our program to better serve clients' needs:

- 1) A 13 % increase in demand for our services since January 2008 has led to increased acquisition of food.
- 4) In January 2008, MHC will add a part-time food pantry manager position to devote more staff time to our pantry program.
- 5) Success of volunteer programs has led to creation of special volunteer positions of responsibility and leadership as well as 4 internship positions.
- 6) In response to client and volunteer needs, we are revising our Spanish language printed materials and have recruited Spanish-speaking volunteers to staff the pantry.

The 2008 Jack Hopkins Social Services Fund Grant was used by MHC to cover \$24,000 in operational expenses (a portion of the Executive Director and Assistant Director salaries). MHC is grateful to have received this support, making it possible for MHC's food pantry to keep up with growing client demand while MHC added new fundraisers, diversified our grant base and developed a major gifts donation program. Support from Jack Hopkins in 2008 has helped to make MHC successful now, and has ensured that MHC remains a viable community resource in the long-term.

Brooke Gentile
Executive Director

The Monroe County Circles™ Initiative, is a high-impact, community-owned strategy to build intentional friendships across race and class lines and aid vulnerable families in achieving self-sufficiency. Ten low-income participants began attending our 16-week training, "Getting Ahead in a Just Getting By World," on August 14, 2008. Participants of the Getting Ahead training are provided with Jack Hopkins supported free weekly child-care, dinner and a stipend for each training session to decrease boundaries to attendance. They have been learning the hidden rules of class, completing assessments of personal and community factors that cause poverty, and creating a plan to increase their educational, financial, social and spiritual resources. Graduation for the first group will be held in January and eight of fifteen slots for the next session have been tentatively filled.

Those who successfully complete the training are offered the option of participating in the Circles Initiative, which matches each participant, called a "Circle Leader," with 2 – 5 middle-class "Allies. Volunteer Allies provide Circle Leaders with friendship, problem-solving assistance, emotional support and connections to the middle-class world as they work to increase their resources. Sixteen allies have been trained to date and recruitment is ongoing. Weekly meetings, with free dinner, child care, and programming provided, help build community among this "extended family" of Circle Leaders and Allies. One meeting monthly is a "Big View" gathering, allowing the Monroe County community as a whole to work on changing systems and policies that Circle Leaders have identified as critical problems holding them in poverty.

Circle Leaders have many opportunities for reciprocity – giving back – and may themselves become Allies when they have increased their resources and met their goals, creating cycles of prosperity instead of cycles of poverty.

The Jack Hopkins funding we received this year was essential to launching this initiative, paying for staff time to facilitate the class sessions, provide materials, meals and childcare in order to start the families on a journey out of poverty. We thank the Jack Hopkins committee and the City Council for this allocation of resources.



**City of Bloomington
Office of the Common Council**

August 6, 2008

Vicki Pierce, Director
Community Kitchen of Monroe County, Inc.
P.O. Box 3286
Bloomington, IN 47402

Dear Ms. Pierce,

As chairperson of the Jack Hopkins Social Services Funding Program Committee I am occasionally asked to determine whether requests to spend grant funds fall within the scope of the funding agreement. Marilyn Patterson of the Housing and Neighborhood Development (HAND) department has informed me that the Community Kitchen saved \$500 after purchasing and installing the refrigerator approved by the 2008 funding agreement and wants to use the savings to purchase a thermo food transporter and shelving for the walk-in cooler at the South Rogers Street facility.

I want to congratulate your agency for saving money on the purchase of the refrigerator and gladly authorize the use of those savings for this purpose. Your request is similar to others we have approved in the past where the agency wants to use funds for the same type of expense (e.g. equipment) and for the same program and facilities. In your case, the funding agreement provided for the Community Kitchen to spend \$2,350 on a refrigerator at the South Rogers Street facility and your request is to use the savings on additional cold storage equipment for the same facility.

Thank you for serving those in need in our community.

Tim Mayer, Chairperson
Jack Hopkins Social Services Program Funding Committee

cc: mp; jhssf files
attachment: memo

Evaluation of Last Year's Program

Summary of Last Year's Program-Debriefing Meeting
Summary of Applicant Responses to Last Year's Survey

**Common Council
Jack Hopkins Social Services Funding Committee
04 June 2008, 6:00 pm
Council Library
401 N. Morton**

Memorandum

In attendance:

Committee: Hans Huffman, Tim Mayer, Isabel Piedmont, Andy Ruff, Susan Sandberg, Mike Satterfield (Absent: Dr. Anthony Pizzo).

Housing & Neighborhood Development: Marilyn Patterson

Council Office: Dan Sherman and Stacy Jane Rhoads

I. Prologue

Chair Mayer opened the meeting and stated that the focus of this meeting is to wrap up the 2008 Jack Hopkins Social Services Funding Program (JHSSF), reviewing what worked well and what warrants improvement.

Ruff reflected that he thought the process went very smoothly this year.

II. Review of the 2008 Process

- Sherman stated that the Committee cut eight agencies up front and such a cut allowed the Committee to move the process along and really focus on priorities.
- Mayer stated that the criteria are clear and he's received feedback from Vickie Pierce of the Community Kitchen that she appreciates the clarity and simplicity of the application and funding processes. Pierce stated that other directors in the United Way Directors Association also appreciate the clarity. Furthermore, they appreciate that Hopkins makes cuts early on in the process and does not invite agencies in to speak to an application if the Committee is certain they will not fund the agency.
- Huffman stated that he is concerned with continued funding of operations and wonders if the Committee might want to re-consider its bridge funding rule. Originally, salaries were not to be included, but circumstances change -- as with Mother Hubbard's Cupboard and Martha's House. However, if agencies continually ask for funding of basic things, we create a dependency and an expectation while drawing funds away from other needs. He likes the idea of providing a source of funding for new agencies, in an effort to get them up and running.
- Sandberg stated that these are hard times and people have extraordinary needs.

- Piedmont pointed out that there is a disconnect between saying that the Committee only provides one-time funding and then funding operations.
- Huffman said that providing bridge funds for operations to an agency two years in a row is a long bridge.
- Sherman said that this year, over half the requests were for operational funds. Recall that the Committee provides operational funds for pilot projects and as bridge funding.
- Ruff stated that it might make sense to make clear that the Committee does fund operations, but that such requests may not be prioritized as highly as others.
- Piedmont stated that she would rather pay for operational cost for an emergency service rather than a pilot program for an arts program.
- Huffman said that the Committee should explain better the provision of bridge funding for salaries.
- Piedmont pointed out that certain grants are tied to certain salaries.
- Ruff inquired if the original intent of the Committee was to fill in the CDBG gaps.
- Patterson asked if the bridge applied to the agency or to a program.
- Satterfield replied that it would have to apply to an agency.
- Patterson cautioned against making an absolute rule against funding salaries because it will be faced with an application from an agency facing an emergency. As soon as the Committee bends the rules in such a situation, other agencies will feel slighted. For example: what happens if Second Harvest goes bankrupt and Hoosier Hills Food Bank needs emergency funds to keep operating? The Committee should not box itself in.
- Piedmont reviewed that overall, the process went smoothly and she would not change anything.
- While the Committee did not vote to change the operational funding rule, Patterson and Piedmont both pointed out that the *Solicitation Letter* should make clear that the bridge does have an end, in effort to discourage continued reliance.
- Sandberg pointed out that donations for the food bank are down this year and that many agencies hoping to obtain United Way membership, may be disappointed this year.

- Mayer stated that, with places like GE closing, United Way will lose a lot of money.
- Mayer stated that the Committee should use the term “emergency services” instead of “basic services” in its materials.

III. Survey -- Questions and Revisions

The Committee reviewed the survey used last year and voted to keep the survey the same. Patterson pointed out that the Committee always has the opportunity to change things in the fall based on survey feedback.

IV. Establish 2009 Non-Council Committee Membership

A motion was made to maintain the status quo by asking the Community and Family Resources Commission to make one appointment and authorizing the Chair to appoint someone from a City social services entity.

V. Meeting Memoranda

The Committee approved the following meeting *Memoranda*:

- 29 February 2008 – Committee’s *Organizing Meeting*
- 29 April 2008 – Committee’s First Review of Applications
- 09 May 2008 – Agency Presentations
- 19 May 2008 – *Pre-Allocation Meeting*
- 22 May 2008 – *Allocation Hearing*

The Committee also voted to delegate the approval of *Memorandum* of the current meeting to the Chair.

VI. 2008 Jack Hopkins Social Services Funding Committee Report

Sherman reminded the Committee that the Council will consider the Committee’s funding recommendations by way of resolution on 18 June 2008 and he will need a majority of Committee members to sign the report before the meeting.

VII. Adjournment

The Committee adjourned at 7:08 p.m.

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
1. Your agency sought funds for: Salaries or operational expenses, Equipment, Capital Improvement	Salaries or operational expenses	Capital Improvements	Salaries or operational expenses	Equipment	Salaries or operational expenses	Salaries or operational expenses	Salaries or operational expenses; equipment	Salaries or operational expenses	Equipment	Equipment	Equipment	Equipment
2. These criteria provide clear guidance for drafting your application.	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree
3. The Committee's one-time funding requirement helps your agency carry out its mission.	Strongly Agree	Agree	Disagree	Strongly Agree	Strongly Agree		Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree
4. Please comment on the criteria and/or the Committee's application of the criteria.		Our organization is very pleased with the opportunity offered through the Jack Hopkins Grant and find the criteria reasonable and fair. We appreciate the opportunity offered to enhance our programs and services.	I understand the reason for one-time funding and I agree. What I found confusing is the way you differentiate between salaries and equipment. Our project was a combination and it seemed to complicate the process because of it. Many new or expanded projects need an increase in salaries as well as materials, so it is difficult to request one without the other.		Application process is very simple and staff explain the process well.	I have written very few proposals for this fund. In the past I have requested one time support and it was very helpful. This year I wrote a request for transitional funds. In both cases, I felt the agency and they people served benefited (or will benefit) from the support.			It might be helpful for the committee to set some priorities and establish a ranking among them for the first criteria. SCAN is pretty old now and each year the city is likely to have some priorities that should be addressed. I also wonder if it would be good to require collaboration to make it more likely that agencies work together on projects.			The criteria are clear and appropriate. The "one-time investment" allows agencies to address critical needs that otherwise might remain on the back burner.

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
5. This July-December reimbursement time frame serves your agency's needs.	Agree	Agree	Agree	Strongly Agree	Agree	Agree	Not sure	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree
5b. If the current time frame for submitting application and/or receiving reimbursement does not meet your needs, please explain.			For materials, it is not a problem, but for salaries, it would be nice to have funding for a year.				I'm sure the time frame would have served our needs, but we did not receive funding, so I'm unable to answer sufficiently.					
6. The reimbursement requirement does not impede the agency's mission.	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Not sure	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree
7. Comments?			It's easy!			This could, for some agencies, be very difficult, especially if their project is expensive. I believe several agencies requested \$20,000+ of support for equipment, that would be very difficult for Martha's House to purchase first and then be reimbursed. It might in fact limit some smaller programs from expanding because of initial outlay.						

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
8. I leaned about this funding program via: Solicitation letter from the Council Office, E-mail as a member agency of United Way, Non-profit Alliance Newsletter, The Herald Times or other news media; and/or, Other. Please Specify:	Solicitation letter from the Council Office; Other: Existing organizational knowledge about JHSSF - the JH grant cycle is on our annual grant calendar.	Solicitation letter from the Council Office	Solicitation letter from the Council Office; Non-Profit Alliance Newsletter	Solicitation letter from the Council Office; E-Mail as a member agency of the United Way; Non-Profit Alliance Newsletter; The Herald-Time or other news media	Solicitation letter from the Council Office	Solicitation letter from the Council Office; Other: other agency directors	E-Mail as a member agency of the United Way	Solicitation letter from the Council Office; E-Mail as a member agency of the United Way; Non-Profit Alliance Newsletter	E-Mail as a member agency of the United Way	E-Mail as a member agency of the United Way; Non-Profit Alliance Newsletter; The Herald-Time or other news media	Solicitation letter from the Council Office; E-Mail as a member agency of the United Way; Non-Profit Alliance Newsletter	Solicitation letter from the Council Office; E-Mail as a member agency of the United Way; Non-Profit Alliance Newsletter; The Herald-Time or other news media
9. The application procedure is simple and convenient.	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree
10. Did your agency attend the technical assistance meeting?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10b. If you did attend, please comment on the usefulness of this assistance meeting and offer any suggestions .	It was very straight forward, especially having worked with HAND and having invoiced the City of Bloomington for previous grant awards.	We find the meeting very helpful in submitted an application worthy of funding consideration.	It is helpful.	Not very useful in the years that the application process does not change, unless you haven't done it before.	It was good, particularly to clarify the new Living Wage provision	I have no suggestions at this point. I learned a lot so I found it helpful.	VERY helpful laying out specific criteria for completing the application.		It is always helpful to review criteria and ideas for successful grant writing.	Just nice to get an overview of the requirements and deadlines.	It was useful and informative. The lighting in the room was not conducive to the projected presentation. All of my questions were answered professionally	TA meeting is particularly helpful for first time awardees. However, opportunity to clarify and receive any new info remains important.
11. Any suggestions for improving the application procedure?	It is a great idea to have the example of a good application on the website. I found it a very useful resource.					No.						None.

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
12. Every year, the demand for JHSSF exceeds the supply by 2 or 3 fold. Every year, the Committee is faced with the wisdom of fully funding a few agencies or partially funding more. In your opinion, partially funding many requests is more prudent than fully funding a handful, provided that the partially-funded agencies are still able to implement their proposed program with partial funds.	Strongly Agree	Note Sure	Not sure	Not sure	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Not sure	Agree	Agree	Agree
13. This year agencies were given five minutes to explain their proposal and answer questions raised in advance by the Committee. Five minutes gave you enough time to explain your proposal and answer those questions.	Strongly Agree	Agree	Agree	Strongly Agree	Agree	Agree	Strongly Agree		Strongly Agree	Strongly Agree	Agree	Agree
14. The Committee treated agencies in a fair and even-handed manner.	Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree		Strongly Agree	Strongly Agree	Agree	Strongly Agree

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
14b. If you feel that the Committee did not treat agencies fairly, please explain.							Some agencies went over the allotted 5 minutes because of additional questions asked by the committee.	Did not get to that point in the process but we have in the past and I do appreciate the opportunity to make a brief presentation and respond to questions!	The presentation component does allow for additional input but may stress those agencies without the resources to present in that manner.			
15. The proceedings provided a positive environment for agencies to promote their mission.	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree		Not sure	Agree	Agree	Strongly Agree
16. The rating scheme of 0-5 used by the Committee was clear, consistent and equitable.	Agree	Strongly Agree	Not sure	Strongly Agree	Agree	Not sure	Not sure		Agree	Agree	Strongly Agree	Agree
17. The funding process used by the Committee at the <i>Allocation Hearing</i> was clear, consistent and equitable.	Agree	Strongly Agree	Agree	Strongly Agree	Agree	Not sure	Not sure		Agree	Agree	Strongly Agree	Strongly Agree
18. Did your agency receive 2008 Social Services Funding?	Yes	Yes	Yes	Yes	Yes	Yes	No	No - We only apply every other year or so to allow other organizations to participate in the process. We did not apply in 2007 and did not receive funding in 2008 when we did apply.	Yes	Yes	Yes	Yes

2007 Jack Hopkins Social Service Funding Survey Results

	Agency 1	Agency 2	Agency 3	Agency 4	Agency 5	Agency 6	Agency 7	Agency 8	Agency 9	Agency 10	Agency 11	Agency 12
18b. If "yes" did your agency receive the full amount it requested or a portion of the request?	Partial	Partial	Full	Full	Partial				Partial	Full		Full
18c. If you received partial funding, the amount you received will be sufficient to implement the project you proposed in you application.	Agree	Agree			Strongly Agree				Agree			
19. Please comment on the deliberation.				Making the actual deliberations in an open but not broadcast/mandatory committee meeting makes for a much more positive and speedy process, from our standpoint.								Deliberations were thoughtful and incisive.
20. Please offer any other comments or suggestions.	Thank you for working to make JHSSF so accessible to agencies in the community.	I wish I had more to offer here but we are very pleased and fortunate to have received funding to further our mission and believe that the selection process is fair and impartial			Thank you so much for this funding availability. We appreciate the City's commitment to helping nonprofits carry out their vital missions and the commitment to making this a better community.	Marilyn is wonderful to work with...it seems every agency representative feels the same way.						Most of us in the social service community understand the balancing act the Council must perform each year as it responds to critical community needs with limited resources. We applaud your effort and the best possible result. Great job, as always!

Funding Criteria
Letter Outlining Criteria
Elaboration of Policies and Criteria



Office of the Common Council

16 February, 1993

To: Council Members

From: Jack Hopkins

Subject: Social Services Funding

Most of us have discussed the question of social services funding, either in the Social Services Committee (which has met twice) or individually. I would like to summarize the discussions of the committee so far, in order that we may act soon to take final action on the matter.

The committee reached a consensus on the following criteria to be used for choosing appropriate programs for funding in the 1993 budget year:

1. The focus should be on previously identified priority areas.
2. Programs or projects should be such that a one-time investment will make a substantial difference.
3. Priority should be given to projects or programs where investments now will have a positive long-term spillover effect (such as reduced susceptibility to other diseases, decreased absences from school, reducing lost time for sick child care, etc.)
4. Capital should be leveraged wherever possible by watching from other sources.

The Social Services committee concluded that the Community Health Program meets all these criteria. Appropriation of the available 1993 social services funds for the Public Health Nursing Association would enable the PHNA to carry out a drive for complete immunization of all children in Bloomington and Monroe County and enable the consolidation of three separate locations into one building, which would save substantial funds in the process. The possibility of leveraging the investment through Community Foundation's Lilly Endowment grant is being pursued. In addition, a substantial additional appropriation from Monroe County makes the Bloomington investment particularly timely and effective.

I would appreciate your comments before any final action is taken to introduce an appropriation ordinance for this purpose.



**City of Bloomington
Office of the Common Council**

Jack Hopkins Social Services Funding Program

**Elaboration of the
Three Criteria for Evaluating and Awarding Grants
And
Other Policies**

Elaboration of Three Funding Criteria

In 1993 Jack Hopkins wrote a letter to the Committee outlining a set of criteria for the use of these social services funds. Aside from referring to a more recent community-wide survey, those criteria have served as the basis for allocating the funds ever since. The following is an elaboration of that policy approved by the Committee.

- 1. The program should address a previously identified priority for social services funds (as indicated in the *Service Community Assessment of Needs (SCAN)*, the *City of Bloomington Housing and Neighborhood Development Department's 2005-2010 Consolidated Plan* or any other community-wide survey of social service needs);**

“priority for social services funds”

The Common Council has used these funds for programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, social services funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).

Low income - Programs primarily serving low-income populations are given a high priority.

Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) will be given a high priority.

2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and

a. “one-time Investment”

This restriction is intended to encourage innovative projects and to allow the funds to address changing circumstances. For those reasons, it discourages agencies from relying on these funds from year to year and from using these funds to cover on-going costs, particularly those relating to personnel.

Operational Costs

Such costs are not generally considered a “one time investment,” but will be eligible for funding in two circumstances: first, when an agency is proposing start-up funds or a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source; or second, when an agency demonstrates that an existing program has suffered a significant loss of funding and requires “bridge” funds in order to continue for the current year.

Renovation versus Maintenance

Costs associated with the renovation of a facility are an appropriate use of these funds, while the costs associated with the maintenance of a facility are considered part of the operational costs of the program and, when eligible, will be given low priority. When distinguishing between these two concepts the Committee will consider such factors as whether this use of funds will result in an expansion of services or whether the need was the result unforeseen circumstances.

Conferences and Travel

Costs associated with travel or attending a conference will generally be considered as an operating cost which, when eligible, will be given low priority.

Computer Equipment

Generally the costs associated with the purchase, installation, and maintenance of personal computers and related equipment will be considered an operational cost and, when eligible, be given low priority. However, the costs associated with system-wide improvements for information and communication technologies, or for specialized equipment may be considered a one-time investment.

b. “through matching funds or other fiscal leveraging, make a significant contribution to the program”

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This appears to be based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit of city resources at their disposal. And, while never clearly stating they were ineligible, the Council has also not generally funded applications from agencies whose primary revenues derive from property taxes.

3. This investment in the program should lead to broad and long lasting benefits to the community.

“broad and long lasting benefits to the community”

Again, in the words of Jack Hopkins, “priority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) ..., etc).

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. It appears that this is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required by this third criterion.

Other Policies and the Reasons for Them

Agency acting as fiscal agent must have 501(c) (3) status

The agency which acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations: 1) with boards who are legally accountable for implementing the funding agreements; and 2) with the capability of raising matching funds which is an indicator of the long-term viability of the agency.

One application per agency

Each agency is limited to one application. This policy is intended to: 1) spread these funds among more agencies; 2) assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. Given the benefits flowing from cooperative efforts among agencies, applications that are the product of the efforts of more than one agency will be attributed only to the agency acting as the fiscal agent.

\$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds –Expenditure Before End-of-the-Year

The Housing and Neighborhood Development (HAND) Department has been monitoring the funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

And, in order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grants were awarded, unless specifically approved in the funding agreement. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

Solicitation Materials
Draft Solicitation Letter
Draft Program Funding and Contact Sheets



City of Bloomington Office of the Common Council

To: Directors of Social Services Programs Serving City Residents
From: _____, Chair of the Jack Hopkins Social Services Funding Committee,
Bloomington Common Council
Re: Invitation to Apply for Social Services Funding
Date: March 2, 2009

The City of Bloomington Common Council's Jack Hopkins Social Services Funding (JHSSF) Committee is accepting applications for use of \$180,000 in social services funds. This figure includes an added \$15,000 dedicated by the Mayor and Common Council for the 2009 fiscal year. Since 1993, the Committee has granted over \$1.7 million to agencies who serve our community's most vulnerable residents. In the past, the Committee has funded initiatives such as: construction of a public health facility, fixing a collapsed foundation for a recovery program, purchasing equipment for a food bank, and buying materials for a teen parenting project.

The Committee is composed of five members of the Common Council and two members representing City entities. This year, the Council representatives are: Isabel Piedmont-Smith, Tim Mayer, Andy Ruff, Susan Sandberg and Mike Satterfield. Dr. Anthony Pizzo of the Community Development Block Grant Citizen Advisory Committee for Social Services and Mary Andrus-Overley of the Community and Family Resource Commission complete the Committee.

The JHSSF program allocates funds based on the criteria described below. Any proposal must satisfy these criteria to be considered for funding. To be eligible, a program must:

- **Address a previously-identified priority for social services funding** (as indicated in the *Service Community Assessment of Needs (SCAN)*¹, City of Bloomington, Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan*² or any other community-wide survey of social service needs).

Such priorities include funds for emergency services (food, shelter or healthcare) or other services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability or are otherwise disadvantaged; and

- **Ask for JHSSF funds as a one-time investment in a social service initiative**
This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide start-up and bridge funds, an agency should not expect to receive or rely on JHSSF to fund on-going costs (e.g., personnel) from year-to-year; and
- **Leverage matching funds or other fiscal mechanisms** (e.g., in-kind contributions, collaborative partnerships, etc.) to maximize JHSSF dollars; and
- **Make a broad and long-lasting contribution to our community**
As co-founder of the JHSSF program, Jack Hopkins put it: "[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced

¹ <http://www.bloomington.in.us/~scan/>

² http://bloomington.in.gov/documents/viewDocument.php?document_id=2624;

susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.). Historically, this criterion has excluded funding events or celebrations.

Additionally, any application must also meet the following requirements:

- The program for which funding is sought **must primarily benefit City residents**; and
- The application must request a **minimum of \$1,000** for JHSSF; and
- The applicant must be a **501(c)(3)** (or be sponsored by one). In the event the applicant is not a 501(c)(3) but is sponsored by one, the sponsoring agency must provide a letter acknowledging its fiscal relationship to applicant. (Know that the Committee may request further information about this relationship); and
- **One application per agency**. The Committee encourages cooperative efforts among agencies; however, know that these cooperative applications will be attributed to the lead agency, serving as fiscal agent.

How to apply

If your agency wishes to apply for these funds, please submit the following:

- A **two-page statement** describing the mission of the agency and indicating how much money is being requested, what it would be used for, and how this request meets the above three criteria; and
- The attached **information sheets**; and
- A **simple program budget** detailing the use of these funds (please check your math); and
- A **year-end financial statement**, providing both fund balances and total revenue & expenditures; and
- Signed, **written estimates** should accompany all requests **for the funding of capital improvements**.

APPLICATION DEADLINE

All applications must be received by the Council Office (401 N. Morton, Ste. 110)

by

MONDAY, APRIL 6, 2009 -- 4:00 PM

No late applications accepted.

Living Wage Requirements:

Beginning in 2008, some not-for-profit agencies receiving Jack Hopkins Funds will be required to begin the phase-in period of their living wage obligation as defined in the City's *Bloomington Municipal Code* §2.28. An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

- 1) the agency has at least **15 employees**; and
- 2) the agency **receives \$25,000 or more** in assistance from the City **in the same calendar year**; and
- 3) at least \$25,000 of the funds received are for the **operation of a social services program**, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City. During this two-year period, the agency must take steps to reduce the gap between its wages and the living wage by fifteen percent in the first year, and by thirty-five percent in the second year. For 2009, the living wage is \$11.25 per hour. Please visit *A Non-Profit's Guide to the Living Wage* on the JHSSF Committee's website for more information. <http://bloomington.in.gov/council/funding.php>.

Helpful Hints

- Consider attending the Voluntary Technical Assistance Meeting on **Thursday, March 26, 2009** at 4:00 p.m.; and
- Read the enclosed 2009 JHSSF Schedule for notable dates such as when applicants will be asked to present their applications to the Committee; and
- Be prepared to enter into a Funding Agreement by **June 1, 2009** if recommended for funding; and
- Plan to spend the funds and seek reimbursements in 2009 unless you specifically request more time in the Funding Agreement; and
- Learn more about the Committee's funding criteria by reading the *Elaboration of Criteria and Funding Statement* found at: www.bloomington.in.gov/council/funding.php

2009 JACK HOPKINS SOCIAL SERVICE FUNDING PROGRAM SCHEDULE

WHAT

WHEN & WHERE

Request for Applications Issued

Monday, March 2, 2009

Technical Assistance Meeting for Applicants

Thursday, March 26, 2009 -- 4 PM, McCloskey Room

Application Deadline	Monday, April 6, 2009 <u>by</u> 4 PM in Council Office
Initial Review and Elimination of Some Applications	Wednesday, April 29, 2009 – 5 PM, Hooker Room
Invited Agencies Present before the Committee *	Thursday, May 7, 2009 – 4 PM, Council Chambers
Committee Discusses Funding Recommendations at Pre-Allocation Meeting	Monday, May 18, 2009 – 5 PM, Council Library
Committee Recommends Allocation of Funds	Thursday, May 21, 2009 – 4 PM, Council Chambers
Agencies to Confirm & Sign Funding Agreements	<u>by</u> Monday, June 1, 2009, Noon
Common Council Acts on the Recommendations	Wednesday, June 17, 2009, 7:30 PM
HAND Technical Assistance Meeting Regarding Claims & Reimbursements *	Tuesday, June 23, 2009, 8:30 AM

** Please note that these are the only two meetings agencies are required to attend; any other meetings listed above are ones in which agency attendance is optional.*

Assistance with Applications

The application process is designed to be as simple as possible; however, should you have questions you may call Daniel Sherman or Stacy Jane Rhoads in the Council Office at 349-3409. Marilyn Patterson, Program Manager in the Housing and Neighborhood Development Department, is also happy to help prepare applications; Marilyn can be reached at 349-3577. You may contact the Committee members at 349-3409 or council@bloomington.in.gov.

Thank you for all you do to make our community a better place.

Sincerely,

_____, Chair
2009 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council

Jack Hopkins Social Services Funding Application

Program Funding Sheet

Lead Agency:

Name _____

Is the Lead Agency a 501(c)(3)? ☐ Yes ☐ No

Address where Project will be facilitated or housed:

Name of Project Administrator: _____

Address _____

Telephone & E-mail _____

Name of other participating agencies, if different from Lead Agency: _____

Proposed Project:

Title of Project: _____

Total Cost of Project: _____

Requested JHSSF Amount: _____

Other Funds Expected for Project:

Amount	Source	Confirmed or Pending
--------	--------	----------------------

Number of Clients Served by this Project in 2008: _____

Number of City Residents Served by this Project in 2008: _____

Is this a request for operational costs? ☐ Yes ☐ No

If "yes," is the request for a pilot project or for bridge funding? ☐ Pilot ☐ Bridge

Funding Information:

Example:

Tables: 5 tables @ \$12.00 each

Chairs: 20 chairs @ \$8.00 each

Please note: Due to limited funds, the Committee often recommends partial funding for a program. In the interest of helping the Committee best decide how to distribute funds, please provide an itemized list of program elements, ranked by priority and their costs.

ITEM

COST

Claim Submission

☐ July 2008 – September 2008 ☐ October 2008 – December 2008

Date: (*check one*)

☐ Other Dates Needed - As Explained in Application

Jack Hopkins Social Services Funding Application

Agency Contact Sheet

Lead Agency:

Name: _____

Address: _____

Phone & E-Mail: _____

Website: _____

President of Board of Directors: _____

Director Information

Director of Lead Agency: _____

Director's Address: _____

Phone & E-Mail: _____

Presenter Information

Name of Person to Present
Application to the Committee _____

Address _____

Phone & E-mail _____

Grant Writer Information

Name of Grant Writer: _____

Address: _____

Phone & E-Mail: _____

Please also include:

- **The Agency's Mission Statement in Two-Page Application Narrative**
- **A Simple Program Budget for use of requested funds (please check your math)**
 - **A year-end financial statement that includes fund balances and total revenue & expenditures**

First Review of Applications
Cover Memo for Packet of Applications
List of Applications
Sample Summary of Application
Agenda

City of
Bloomington
Indiana

City Hall
401 N. Morton St.
Post Office Box 100
Bloomington, Indiana 47402



Office of the Common Council

p: (812) 349-3409

f: (812) 349-3570

council@bloomington.in.gov

www.bloomington.in.gov/council

To: Jack Hopkins Social Services Funding Committee
From: Council Office
Re: Packet of Social Service Funding Applications
Date: April 23, 2008

29 Applications for Jack Hopkins Social Services Funding

Twenty-nine agencies have submitted applications for 2008 Jack Hopkins Social Services Funding. This year we have \$165,000 (with the likely addition of another \$11,000 of unused funds from 2007) available for grants and a total request of approximately \$384,446. This packet includes:

- 1) Two tables – one listing requests in alpha order, the other organized by amount requested;
- 2) Application summaries; and
- 3) Applications with background materials. *(Some of the inessential materials are not included in the interest of space.)*

Meeting - Tuesday, April 29, 2008, 5:00 pm, Hooker Room to Discuss Applications

The Committee will meet on Tuesday, April 29, 2008 at 5:00 p.m. in the Hooker Room to share impressions about the applications, decide which applications merit presentation, and raise questions for agencies to address on Friday, May 9, 2008. At the meeting on the 29th, Committee members should be prepared to disclose any conflicts of interest (*see below*). This meeting would also be a good time to talk about how the Committee will approach the partial allocation of funds and any additional information it might need from agencies to make well-informed decisions regarding partial funding of requests.

Conflict of Interests

Please be prepared to disclose any special relationships that you, your spouse, or dependents may have with any of the agencies seeking funds. The term “special relationship” is vague, but is intended to include those relationships that would give the appearance of impropriety if left undisclosed. In the past, members of the Committee have disclosed those relationships at the first meeting, declared their intent to participate fairly, objectively and in the public interest given this relationship, and have participated in the relevant votes. The Committee may adopt other restrictions on participation at this meeting. Please share your thoughts.

(Schedule on Other Side - Over)

Schedule (*Committee and Council Meetings and Actions are highlighted in bold*)

Committee Initially Discusses and Eliminates Some Applications	Tuesday, April 29, 5:00 p.m. in the Hooker Room
Committee Hears Presentations	Friday, May 9, 2008, 4:00 p.m., Council Chambers
Committee Members Submit Rating of Applications	Wednesday, May 14, 2008, noon, Council Office
Committee Discusses Funding Recommendations at a Pre-Allocation Meeting	Monday, May 19, 2008, 5:00 p.m., Council Library
Committee Makes Funding Recommendations	Thursday, May 22, 2008, 4:00 p.m., Council Chambers
Agencies Complete the Funding Agreements	Monday, June 2, 2008, Council Office
Committee Evaluates the Program	Wednesday, June 4, 2008, 6:00 p.m., Council Library
Common Council Action on the Recommendations	Wednesday, June 18, 2008, 7:30 p.m., Council Chambers
HAND Holds Technical Assistance Meeting	Tuesday, June 24, 2008, 8:30 a.m., McCloskey Room

Index – Alpha Order

Agency	Request	Page
1. Area 10 Agency on Aging	\$23,500.00	1
2. Big Brothers Big Sisters of South Central Indiana	\$7,905.00	9
3. Bloomington Area Arts Council	\$2,620.80	21
4. Bloomington Housing Authority (w/ Resident Council)	\$17,550.00	41
5. Boys and Girls Clubs of Bloomington	\$21,000.00	63
6. Camp Kesem	\$9,400.00	83
7. El Centro Comunal Latino	\$23,000.00	89
8. Christole, Inc.	\$7,000.00	99
9. Community Kitchen of Monroe County, Inc.	\$2,350.00	109
10. Family Service Association of Monroe County	\$10,390.00	121
11. First United Church	\$1,200.00	129
12. Girls Inc. of Monroe County	\$2,500.00	137
13. Habitat for Humanity of Monroe County, Inc.	\$17,616.86	147
14. Hoosier Hills Food Bank	\$31,414.63	167
15. Martha's House Inc.	\$20,333.26	181
16. Middle Way House, Inc.	\$55,000.00	189
17. Mother Hubbard's Cupboard, Inc.	\$30,000.00	203
18. My Sister's Closet	\$13,200.95	211
19. New Leaf – New Life, Inc.	\$6,270.00	221
20. Options	\$7,094.00	229
21. Pinnacle School	\$5,585.00	245
22. Planned Parenthood of Indiana, Inc.	\$5,000.00	251
23. Rhinos' Youth Center	\$6,060.95	265
24. St. Vincent de Paul Society	\$4,847.74	271
25. Shalom Community Center, Inc.	\$11,030.00	285
26. South Central Community Action Program Head Start	\$19,164.08	297
27. Stepping Stones, Inc.	\$10,188.00	309
28. Teachers Warehouse	\$2,500.00	317
29. Volunteers in Medicine of Monroe County	\$10,725.00	323

Total Amount Requested

\$384,446.27

BLOOMINGTON HOUSING AUTHORITY

Page #41

Crestmont Boys and Girls Club Renovations and Facilities Rehabilitation**\$17,550****Applicant Agency:****Bloomington Housing Authority Resident Council****Partnership Agency:****Boys and Girls Club of Bloomington****City Residents Served by this Project in 2008.****25 -30 per day (Same)**

Mission The Bloomington Housing Authority has been serving the community for over 40 years. It offers a variety of affordable housing opportunities and supportive services that foster stability and self-sufficiency through creative partnerships while servicing its customers with the highest level of professionalism and respect. A few years ago it set aside two apartments to provide programs serving over 120 neighborhood youth aged 6-17 operated by the Boys and Girls Club. The mission this Crestmont Boys and Girls Club (CBGC) is to enable all young children, especially those in need, to reach their full potential as productive, caring, responsible citizens. It is open year-round and offers: homework assistance and tutoring as part of the State of Indiana Mitch's Kids Program; art classes twice a week in concert with the Bloomington Area Arts Council (BAAC); weekly cooking classes in concert with AmeriCorps; and opportunities to explore science in concert with the IU Chemistry Department.

Project The request is for \$17,550 to complete the first two of a three-phase renovation of the two-apartment facility to better serve as a youth community center. The renovations will accomplish this by opening space to allow more children to congregate in one place and be served without an increase in staff. The application elaborates on the latter point, indicating that the current layout requires the 4-5 staff members to close off as much as 50%-60% of the club area at any one time in order to maintain the necessary line-of-sight supervision of the children. The first phase removes some walls on the second floor to create one room out of three. The second phase uses some "dead space" under the stairwells to create a reception area with a counter top and secure storage cabinets for staff and children. The third, future, phase (still in need of funding) would enclose a patio and open up the kitchen on the first floor to create a dance studio/recreation room and a larger space for kitchen classes.

Criteria

Need. The application indicates that this program meets the "challenges" of educational attainment and youth development cited in the *SCAN* Report by offering: affordable after-school supervision, tutoring, programs developed by youth with community activities, positive adult role models, and transportation to and from activities.

One-Time Investment. This request is for renovations to and eventual expansion of the CB&GC facility at Crestmont.

Fiscal Leveraging. This facility is a collaboration between BHA and the CB&GC where two apartments have been set aside for programs serving youth in the area. The request for \$17,550 would amount to 25% of the cost for the three-phase project. In particular, it funds 72% of the first two phases, which cost a total of \$24,250 and will help raise money for the more expensive, third phase expansion, which will cost \$46,220 and now depends upon a Neighborhood Networks/HUD grant..

Broad and Long-Lasting Benefits. The request will allow for an expansion of services, more efficient use of volunteers and employees, and an opportunity to grow membership and, thereby, offer greater opportunities to make a positive difference in the lives of many low-income children and families living in the area.

Cost***Amount Requested in Order of Priority***

Phase I – Construction – Wall Demolition, Trim, Paint, Finish Work on Second Floor	\$3,275
Phase II – Construction – Wall Demolition and Remodel; 25' of Cabinets and Countertop; 2 half doors; drywall; painting, finish and related materials in Reception Area on First Floor	\$14,275

TOTAL AMOUNT REQUESTED	\$17,550
-------------------------------	-----------------

Other Funds and Contributions

Phase I – Bloomington Housing Authority and Crestmont B&G Club – Confirmed	\$2,000
Phase II -Bloomington Housing Authority and Crestmont B&G Club – Confirmed	\$4,700
Phase III - Neighborhood Networks / HUD Grant –Pending	\$41,220
Phase IV – Bloomington Housing Authority – Confirmed	\$5,000
Total Project Costs	\$70,470

SSF Funding History

1998	Granted	Insulate 8 buildings and purchase hand held carbon monoxide detector	\$5,000
1999	Granted	Roof replacements	\$9,300
2000	Granted	Outdoor lighting at two facilities	\$7,045
2001	Granted	To purchase and install outdoor lighting for Walnut Woods complex	\$6,502
2004	Denied	Transportation and meals for Women in Sports Day	\$0
2005	Granted	Washers, dryers, vacuum cleaners and accessories, for Lice Program	\$5,000
2007	Granted	Bridge funding for Crestmont Neighborhood Nurse Project	\$5,600

AGENDA

COMMON COUNCIL 2008 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE

FIRST REVIEW OF APPLICATIONS

29 April 2008

5:00 pm

Hooker Room (#245)

- I. Welcome
- II. Disclosures of Conflicts of Interest
- III. Review of Applications
 - Eliminations
 - Remaining Applications – Discussion & Questions for Agencies
 - Further Eliminations
- IV. Agency Presentations – Friday, 09 May, 4p, Council Chambers
- V. Other Business
- VI. Adjournment

Presentation Hearing
Agenda
Sample List of Agencies and Questions

AGENDA

THE JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE OF THE CITY OF BLOOMINGTON COMMON COUNCIL

09 MAY 2008
4:00 PM
COUNCIL CHAMBERS

AGENCY PRESENTATIONS

- **Introduction**
- **Order of Presentations***

The Committee requests that agencies limit their presentations to no more than 5 minutes.

- 1 Habitat for Humanity (Kerry Thompson)
- 2 Community Kitchen (Vicki Pierce)
- 3 Area 10 Agency on Aging (Ashley Hillman)
- 4 Big Brothers Big Sisters (Beth Krouse)
- 5 Hoosier Hills Food Bank (Julio Alonso)
- 6 Bloomington Housing Authority (Jennifer Osterholt & Zachary Graber)
- 7 Boys and Girls Clubs of Bloomington (Jeff Baldwin)
- 8 El Centro Comunal Latino (Raquel Anderson)
- 9 Christole, Inc. (Bert Clemons)
- 10 Family Service Association of Monroe County (Donna Graves)
- 11 Martha's House (Bobbie Summers)
- 12 Mother Hubbard's Cupboard (Brooke Gentile)
- 13 Options for Better Living (Susan Rinne)
- 14 Planned Parenthood of Indiana (Hannah Day)
- 15 Rhino's Youth Center (Brad Wilhelm)
- 16 Shalom Community Center, Inc. (Joel Rekas)
- 17 South Central Community Action Program (Todd Lare)
- 18 Stepping Stones (Sheri Benham)
- 19 Volunteers in Medicine (Elizabeth Sturgeon)
- 20 Middle Way House (Cynthia Brubaker)

- **Other Actions**
- **Adjournment**

* *Please Note: Agencies have been asked to arrive according to the following schedule: the first six presenters should arrive by 4:00 pm.; the next six presenters (7 – 12) should arrive by 4:20 pm; the next six (13-18) should arrive by 4:50 pm; and, the last two presenters (19-20) should arrive by 5:10 pm.*

1. Area 10 Agency on Aging	Aging & Disability Resource Center	\$23,500.00	1. How many clients will the Resource Center serve and how many are City residents? 2. How will Area 10 fund this program next year? 3. If this is a pilot project, how does this pilot differ from what Area 10 currently does? This seems like an expansion , not a pilot.
2. Big Brothers Big Sisters of South Central Indiana	Bookend Bigs	\$7,905.00	1 Why 75 high school kids – How did BBBS choose this figure? What happens if there are more or fewer applicants? 2 To what does this bridge? Is this a finite program? If not, how will it be funded in future years? 3 Will BBBS pay for <i>Extended Day</i> ? If not, is this program viable? 4 Is this program wholly dependent upon JHSSF monies or will the program occur absent JHSSF dollars?
3. Bloomington Area Arts Council	Storage & Art Handling System for BAAC School		CUT
4. Bloomington Housing Authority (w/ Resident Council)	Crestmont Boys & Girls Club Renovations & Facilities Rehabilitation	\$17,550.00	1 Confirm that the value of the improvement goes to the Housing Authority. 2 What are the terms of BHA’s contract with the Boys & Girls Club? Duration? 3 How will this structure be used once the contract is up? 4 If BHA does not receive HUD funds per Phase III proposal, what happens to Phase I and II? Is Phase III dependent upon Phases I and II? 5 What could BHA do with partial funding?
5. Boys and Girls Club of Bloomington	Minibus Purchase	\$21,000.00	1 What is the use and fate of <u>both</u> vans?
6. Camp Kesem	Teen Adventure		CUT
7. El Centro Comunal Latino	Program Coordinator	\$23,000.00	1 How will ECCL fund the Coordinator position in the future? 2 What is ECCL’s long-term business plan? 3 What is ECCL’s current level of service? 5. Is ECCL cooperating with the City’s newly-established Commission on Hispanic & Latino affairs? 6. Is ECCL willing to meet with HAND (or another advisory entity) to work on a business plan? 7. Please speak to recent changes in the ECCL board and the current state of the organization.

Pre-Allocation Hearing
Pre-Allocation Memorandum
Toward a Unified Rating System
Table of Committee Ratings, Recommended
Allocations, and Comments

**Common Council
Jack Hopkins Social Services Funding Committee
May 19, 2008, 5:00 pm
Council Library (Suite 110)
401 N. Morton St.**

**COMMITTEE RATINGS & PRE-ALLOCATION RECOMMENDATIONS
RANK ORDER**

AGENCY	REQUEST	RECOMMENDED ALLOCATION	RATING AVERAGE	ACTIONS
Community Kitchen of Monroe County, Inc.	\$2,350.00	\$2,350.00	4.96	Motion to fully fund
Hoosier Hills Food Bank	\$31,414.63	\$31,414.00	4.75	Motion to fully fund
Volunteers in Medicine of Monroe County	\$10,725.00	\$10,725.00	4.46	Motion to fully fund
Shalom Community Center, Inc.	\$11,030.00	\$11,030.00	4.44	Motion to fully fund
South Central Community Action Program Head Start	\$19,164.08	\$18,000.00	4.43	Motion to fund at \$18,000
Martha's House, Inc.	\$20,333.26	\$16,000.00	4.32	Motion to fund at \$16,000
Mother Hubbard's Cupboard, Inc.	\$30,000.00	\$24,000.00	4.21	Motion to fund at \$24,000
Boys and Girls Clubs of Bloomington	\$21,000.00	\$17,000.00	4.04	Motion to fund at \$17,000
Bloomington Housing Authority with Bloomington Housing Authority Resident Council	\$17,550.00	\$12,481.00	4.01	Motion to fund at \$12,481
Stepping Stones, Inc.	\$10,188.00	\$5,000.00	3.71	Motion to fund at \$5,000
Options	\$7,094.00	\$4,000.00	3.57	Motion to fund at \$4,000
Rhinos' Youth Center	\$6,060.95	\$3,000.00	3.46	Motion to fund at \$3,000
Planned Parenthood of Indiana, Inc.	\$5,000.00	\$2,500.00	3.36	Motion to fund at \$2,500
Habitat for Humanity of Monroe County, Inc.	\$17,616.86	\$4,000.00	3.07	Motion to fund \$4,000
El Centro Comunal Latino	\$23,000.00	\$11,000.00	3.07	Motion to fund at 11,000
Christole, Inc.	\$7,000.00	\$3,500.00	3.00	Motion to fund at \$3,500
Middle Way House, Inc.	\$55,000.00	\$0.00	2.93	Motion to not fund.
Family Service Association of Monroe County	\$10,390.00	\$0.00	2.86	Motion to not fund.
Area 10 Agency on Aging	\$23,500.00	\$0.00	2.75	Motion to not fund.
Big Brothers Big Sisters of South Central Indiana	\$7,905.00	\$0.00	2.75	Motion to not fund.
TOTAL	\$336,321.78	\$176,000.00		

The meeting convened at 5:00 p.m. with all members of the Committee present along with staff members Patterson, Rhoads and Sherman. Members of the public in attendance: Sue Mayer and Antonia Matthew. After determining there were no conflicts that require recusal of members the Committee discussed each application and made the motions indicated above. The Committee adjourned at 6:52 p.m.

Toward a Unified Rating System

Past practice of the Committee has been to leverage 0-5 scheme to rank each application. In 2006, the Committee requested that Council staff propose attaching a definition to each ranking. The 2007 Committee reviewed the ranking scheme, agreed it was a useful guide but did not vote to formally adopt it.

Standardized Rankings – A Working Guide

- | | |
|-----|--|
| “0” | Does not meet any criteria <u>and/or</u> does not primarily serve City residents. |
| “1” | Minimally meets only one criterion and primarily serves City residents. |
| “2” | Minimally meets only two criteria and primarily serves City residents. |
| “3” | Minimally meets all three criteria and primarily serves City residents. |
| “4” | Fully meets all three criteria, primarily serves City residents and addresses <u>one</u> of the Committee’s elaborated priorities (service to low-income residents or the provision of basic human needs). |
| “5” | Fully meets all three criteria, primarily serves City residents and <u>both</u> targets a low-income population <u>and</u> provides a service addressing basic human needs. |

Points discussed by the 2007 Committee are as follows:

- Mayer pointed out that the rating system adds value to the process, but is insufficient as a sole basis for decision making.
- Ruff stated that the proposed rating system makes rating entirely mechanical and affords little flexibility. On the other hand, the problem with rating each agency without linking criteria to ratings is that Committee members rank disparately – some provide many “5s” while others provide only low numbers. The Committee does not need a ranking system to eliminate clear “bad fits.”
- While Sandberg stated that she likes the inter-rater reliability afforded by a defined rating, Huffman pointed out that there is still room for subjectivity within the putative scheme – such as “broad and long-lasting benefits.”
- Mayer stated that rating should be keyed to the values of the Committee.

The Committee agreed that the above scheme serves as a useful guide, but decided to not formally adopt it.

2008 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE -- COMMITTEE RATINGS & RECOMMENDED ALLOCATIONS																		
RANK ORDER																		
AGENCY	REQUEST	RATING							RATING AVERAGE	RECOMMENDED ALLOCATION							ALLOCATION AVERAGE	COMMENTS
		MS	HH	TM	AP	AR	IP	SS		MS	HH	TM	AP	AR	IP	SS		
Community Kitchen of Monroe County, Inc.	\$2,350.00	5	5.0	5.0	5.0	4.75	5.0	5.0	4.96	\$2,350	\$2,350	\$2,350.00	\$2,350.00	\$2,300	\$2,350	\$2,000	\$2,292.86	IP: This is food, top priority; SS: must fund; TM: food
Hoosier Hills Food Bank	\$31,414.63	5	5.0	5.0	3.5	4.75	5.0	5.0	4.75	\$31,414	\$31,000	\$31,000.00		\$31,000	\$31,415	\$31,000	\$31,138.17	IP: This is food, top priority; SS: Must fund!; TM: food; HH: I like round numbers; AP: emergency
Volunteers in Medicine of Monroe County	\$10,725.00	5	5.0	5.0	3.0	4.25	4.0	5.0	4.46	\$10,441	\$10,725	\$10,000.00		\$7,400	\$5,000	\$10,000	\$8,927.67	IP: The software would greatly facilitate efficiency and better serve clients, but given the huge amount we gave them last year, I think partial is appropriate; SS: Must fund!; TM: medical care
Shalom Community Center, Inc.	\$11,030.00	3	5.0	5.0	3.8	4.25	5.0	5.0	4.44	\$0	\$11,000	\$10,000.00		\$9,000	\$11,030	\$11,000	\$8,671.67	IP: This is food, top priority. Also, they need to follow health codes; SS: Must fund!; TM: food; AP: Emergency
South Central Community Action Program Head Start	\$19,164.08	5	5.0	5.0	2.0	4.5	4.5	5.0	4.43	\$19,164	\$19,000	\$19,000.00		\$17,000	\$19,164	\$19,000	\$18,721.33	IP: This program will, in the long run, increase self-sufficiency of low-income individuals, which is in the best long-term interests of the community; SS: Must fund!; TM: target population; HH: This program is having a profound impact in other cities; AP: Low priority
Martha's House, Inc.	\$20,333.26	4	4.0	5.0	3.0	4.25	5.0	5.0	4.32	\$20,333	\$10,000	\$15,000.00		\$13,000	\$20,333	\$20,000	\$16,444.33	IP: This is shelter, top priority; SS: Salaries, insurance, must fund!; TM: shelter; HH: Would consider more, with conditions; AP: 170 less than 1/2 city residents, all salary
Mother Hubbard's Cupboard, Inc.	\$30,000.00	3	4.0	5.0	3.0	4.5	5.0	5.0	4.21	\$26,500	\$10,000	\$25,000.00		\$25,000	\$30,000	\$30,000	\$24,416.67	IP: This is food, top priority. This is my largest recommended grant amount. Let's make sure this is a bridge and not repeat the level of commitment next year. Perhaps recommend help with business plan; SS: ED salary; TM: food; HH: Too many to list; AP: 50% city, all salaries
Boys and Girls Clubs of Bloomington	\$21,000.00	3	3.0	5.0	3.0	4.25	5.0	5.0	4.04	\$11,000	\$11,000	\$21,000.00		\$17,000	\$21,000	\$21,000	\$17,000.00	IP: This is a safety issue, top priority; SS: Must fund partner w/ Girls Inc; TM: Children/collaboration; HH: For used bus cost, think they will buy the new one anyway; AP: Minibus, 1000, non-emergency, low priority
Bloomington Housing Authority with Bloomington Housing Authority Resident Council	\$17,550.00	5	3.0	5.0	2.8	4.25	4.0	4.0	4.01	\$17,550	\$6,465	\$3,150.00		\$13,000	\$3,444	\$3,275	\$7,814.00	IP: Hopefully they can find the other funds elsewhere. Perhaps some volunteers who have carpentry skills can help; SS: Phase I; TM: children/after school; HH: if additional 11,000 is allocated, I recommend increasing BHA; AP: Non-emergency, 25-30 clients, phase I only, low priority
Stepping Stones, Inc.	\$10,188.00	4	4.0	5.0	2.0	3.0	3.0	5.0	3.71	\$10,188	\$4,960	\$10,000.00		\$0	\$0	\$10,000	\$5,858.00	IP: Good program, but serves few people, and I think they could leverage more donations; SS: Must fund!; TM: shelter; HH: For resident programs, no salaries; AP: Doesn't have broad and long lasting effects
Options	\$7,094.00	4	5.0	4.0	2.0	3.5	3.5	3.0	3.57	\$4,000	\$7,000	\$3,500.00		\$3,000	\$4,934	\$0	\$3,739.00	IP: This amount would allow them to pilot the program in 8 homes instead of 12; SS: Better tech, reduce staff turnover; TM: target population; AP: 18, Non-emergency, assets millions of, questionable needs
Rhinos' Youth Center	\$6,060.95	4	3.0	3.0	2.5	3.75	4.0	4.0	3.46	\$6,060	\$3,000	\$0.00		\$3,000	\$3,030	\$3,725	\$3,135.83	IP: Let's get them some chairs, but not as many; SS: To improve community service capacity; AP: Non-emergency

Allocation Hearing
Agenda
Meeting Worksheet

AGENDA

**THE JACK HOPKINS
SOCIAL SERVICES FUNDING COMMITTEE MEETING
May 22, 2008
4:00 p.m.
COUNCIL CHAMBERS**

FUNDING RECOMMENDATIONS

I. Introduction

II. Funding Recommendations

- Motion to Recommend Funding

III. Other Matters

- Final Action on Recommendations at the Regular Session on June 18, 2008
- Funding Agreements
- Survey
- Technical Assistance Meeting on Tuesday, June 24, 2008 at 8:30 a.m. in the McCloskey Room

IV. Adjournment

2008 JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE

	REQUEST	AVERAGE RATING	ALLOCATION
Community Kitchen of Monroe County, Inc.	\$2,350.00	4.96	\$2,350.00
Hoosier Hills Food Bank	\$31,414.63	4.75	\$31,414.00
Volunteers in Medicine of Monroe County	\$10,725.00	4.46	\$10,725.00
Shalom Community Center, Inc.	\$11,030.00	4.44	\$11,030.00
South Central Community Action Program Head Start	\$19,164.08	4.43	\$18,000.00
Martha's House, Inc.	\$20,333.26	4.32	\$16,000.00
Mother Hubbard's Cupboard, Inc.	\$30,000.00	4.21	\$24,000.00
Boys and Girls Clubs of Bloomington	\$21,000.00	4.04	\$17,000.00
Bloomington Housing Authority with Bloomington Housing Authority Resident Council	\$17,550.00	4.01	\$12,481.00
Stepping Stones, Inc.	\$10,188.00	3.71	\$5,000.00
Options	\$7,094.00	3.57	\$4,000.00
Rhinos' Youth Center	\$6,060.95	3.46	\$3,000.00
Planned Parenthood of Indiana, Inc.	\$5,000.00	3.36	\$2,500.00
Habitat for Humanity of Monroe County, Inc.	\$17,616.86	3.07	\$4,000.00
El Centro Comunal Latino	\$23,000.00	3.07	\$11,000.00
Christole, Inc.	\$7,000.00	3.00	\$3,500.00
Middle Way House, Inc.	\$55,000.00	2.93	\$0.00
Family Service Association of Monroe County	\$10,390.00	2.86	\$0.00
Area 10 Agency on Aging	\$23,500.00	2.75	\$0.00
Big Brothers Big Sisters of South Central Indiana	\$7,905.00	2.75	\$0.00
TOTALS	\$336,321.78		\$176,000.00

Funding Agreement
Sample Funding Agreement

FUNDING AGREEMENT
CITY OF BLOOMINGTON - JACK HOPKINS
SOCIAL SERVICES PROGRAM

«Agency_Name»

This Agreement entered into on _____, 2009 at Bloomington, Indiana, between the Common Council of the City of Bloomington, Indiana, hereinafter referred to as the "City," and «Agency_Name», hereinafter referred to as the "Agency," provides for the following:

- Whereas, the Jack Hopkins Social Services Program Funding Committee (Committee) reviewed Agency applications, heard their presentations, and made funding recommendations to the Common Council; and
- Whereas, the Common Council adopted [Resolution 09-0X](#) which provided funding to this Agency in the amount and for the purposes set forth in Section 1 of this Agreement; and
- Whereas, the resolution also delegated the duty of interpreting the funding agreement for the City to the Chair of the Committee; and
- Whereas, in interpreting the Agreement, the Chair may consider the purposes of the program, the application and comments by Agency representatives, and statements made by decision-makers during deliberations;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. USE OF FUNDS

Agency agrees to use Agreement funds as follows:

II. TIME OF PERFORMANCE

The last claim for expenses under this Agreement must be filed before . Upon request from the Agency, the deadline may be extended for good cause to a date no later than April 2, 2010, by the Housing and Neighborhood Development Director of the City. Said request must be submitted in writing at least two weeks prior to the deadline set forth the first sentence or as that date has been extended by the Housing and Neighborhood Development Director.

III. PAYMENT PROCEDURES

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$«Received». Claims for the payment of eligible expenses shall be made against the items specified in Section I, Use of Funds.

The Agency will submit to the City a claim voucher pursuant to City's claim procedures and deadlines for the expenditures corresponding to the agreed upon use of funds outlined above. Along with the claim voucher, the Agency will submit documentation satisfactory to the City, at the City's sole discretion, showing the Agency's expenditures.

The Agency agrees to make its best efforts to submit claims on a monthly basis and also agrees to submit claims for its June, July, and August expenditures no later than the end of September and to submit claims for its September, October, and November expenditures no later than December 11, 2009.

In the event the award includes money for operational costs (i.e., to cover ongoing expenditures such as rent, utilities, salaries, etc.), the Agency agrees to submit a one page evaluation of the program to the City on or before the date it submits the final claim voucher.

IV. ADMINISTRATIVE REQUIREMENTS

A. Accounting Procedures

The Agency agrees to use generally accepted accounting procedures and to provide for:

- (1) Accurate, current, and complete disclosure of the financial component of its activities;
- (2) Records which identify adequately the source and application of funds for City supported activities;
- (3) Effective control over and accountability for all funds, property, and other assets.
- (4) Adequate safeguarding all such assets and assurance that they are used solely for authorized purposes;
- (5) The City to conduct monitoring activities as it deems reasonably necessary to insure compliance with this Agreement; and
- (6) Return of the funds received under this Agreement that the City determines were not expended in compliance with its terms.

B. Access to Records

The Agency agrees that it will give the City, through any authorized representative, access to, and the right to examine, all records, books, papers or documents related to the funding provided by this Agreement, for the purpose of making surveys, audits, examinations, excerpts, and transcripts.

C. Retention of Records

The Agency agrees that it will retain financial records, supporting documents, statistical records, and all other records pertinent to the funding provided to the Agency for a period of three years from the termination of this Agreement pursuant to Section VII or VIII.

V. GENERAL CONDITIONS

A. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Agency shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. None of the benefits provided by an employer to an employee, including but not limited to minimum wage and overtime compensation, workers' compensation insurance and unemployment insurance, shall be available from or through the City to the Agency.

B. Hold Harmless

The Agency shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

C. Nondiscrimination (for agencies receiving grants in excess of \$10,000)

Agencies receiving grants in excess of Ten Thousand Dollars (\$10,000) shall be subject to the following provision in accordance with Section 2.21.070 of the Bloomington Municipal Code. The Agency will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Agency will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this nondiscrimination clause.

D. Living Wage Requirements

(1) This contract is subject to the City of Bloomington Living Wage Ordinance, Chapter 2.28 of the Bloomington Municipal Code and any implementing regulations. The Living Wage Ordinance requires among other things, that unless specific exemptions apply, all recipients of City subsidies, as defined, shall provide payment of a minimum level of compensation to employees which may include the cost of health benefits. Such rate shall be adjusted annually pursuant to the terms of the Bloomington Living Wage Ordinance.

(2) Under the provisions of the Bloomington Living Wage Ordinance, the City shall have the authority, under appropriate circumstances, to terminate this contract and to seek other remedies as set forth therein, for violations of the Ordinance.

VI. NOTICES

Communication and details concerning this Agreement shall be directed to the following representatives:

City: Marilyn Patterson, Program Manager Housing and Neighborhood Development City of Bloomington P.O. Box 100 Bloomington, IN 47402 Tel: (812) 349-3577 Fax: (812) 349-3582 E-mail: pattersm@bloomington.in.gov	Agency: «Director_of_Agency» «Agency_Name» «Address_1» «Address_2» Tel: «Phone_» E-mail: «Email_Address»
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VII. TERMINATION OF AGREEMENT

The Agency agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, the City may terminate the Agreement. If funds become unavailable, the City shall promptly notify the Agency in writing of the termination and the effective date thereof.

It is further agreed that the City may terminate this Agreement in whole or in part if it determines that the Agency has failed to comply with the Agreement or with other conditions imposed by applicable laws, rules and regulations. The City shall promptly notify the Agency in writing of the determination and the reasons for the determination, together with the effective date. The Agency agrees that if the City terminates the Agreement for cause it will refund to the City that portion of the funds that the City determines was not expended in compliance with the Agreement. The Agency shall be responsible for paying any costs incurred by the City to collect the refund, including court costs and reasonable attorneys' fees.

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be

affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. TERM OF AGREEMENT

Unless terminated as provided in Section VII herein, this Agreement shall terminate upon the City's determination that the provisions of this Agreement regarding use of the Agreement funds have been met by the Agency.

CITY OF BLOOMINGTON, INDIANA

«Agency_Name»

By: _____
Susan Sandberg
President, Common Council

By: _____
«Pres_BoD»
President
Board of Directors

By: _____
Lisa Abbott
Housing and Neighborhood
Development Director

By: _____
«Director_of_Agency»
Executive Director

Date


Date

By: _____
Mark Kruzan, Mayor


Date

City Calendar
Months of March through June


March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																													
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April 2009

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May 2009

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	City Holiday <div> Memorial Day</div>	4:00 PM BPC, Chambers 5:00 PM USB, Utilities 5:15 PM SWMD-CAC, McCloskey 5:30 PM BPTC, Transit 5:30 PM BPW, Chambers	10:00 AM MPO-TAC, McCloskey 4:00 PM MLKC, McCloskey 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	7:00 PM POTF, Hooker	12:00 PM EDC, Hooker	8:00 AM BCFM, Common																																																																													
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June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																	
	1 12:00 PM Res/DL 5:00 PM RC, McCloskey 5:30 PM BPSC-WS, Hooker	2 1:30 PM DRC, McCloskey 4:00 PM BCFM, Madison 7:30 PM Tele, Chambers	3 12:00 PM BUEA, McCloskey 2:00 PM HO, Kelly 4:00 PM IRAC, BADC 5:30 PM CHLA, McCloskey 7:30 PM CCL/RS, Chambers	4 11:30 AM SWMD, Courthouse 4:00 PM BDUAC, McCloskey 5:30 PM CSW, McCloskey	5 <i>Payday</i>	6 8:00 AM BCFM, Common																																																	
7	8 12:00 PM Ord/DL 4:30 PM Plat, Hooker 5:00 PM USB, Utilities 5:30 PM BCAC, McCloskey 5:30 PM PC, Chambers	9 4:00 PM BCFM, Madison 5:30 PM BPTC, Transit 5:30 PM BPW, Chambers 6:00 PM BCOS, McCloskey 6:30 PM SCI, Dunlap	10 4:00 PM BHQA, McCloskey 4:15 PM CSBM, Hooker 4:30 PM ERAC, Griffy 7:30 PM CCL/CW, Chambers	11 12:00 PM HN, McCloskey 3:30 PM BHPC, McCloskey 7:00 PM POTF, Hooker	12 1:30 PM MPO-PC, McCloskey	13 8:00 AM BCFM, Common																																																	
14	15 12:00 PM Res/DL 4:00 PM CCA, McCloskey 5:00 PM FMAC, Parks 5:30 PM BPSC, Hooker	16 4:00 PM BCFM, Madison 4:00 PM BPS, McCloskey 4:00 PM CFRC, Hooker 5:30 PM ACC, McCloskey	17 9:30 AM Tree, TBD 2:00 PM HO, Kelly 7:00 PM CONA, Hooker 7:30 PM CCL/RS, Chambers	18 8:00 AM BHA, BHA 3:30 PM BMFC, Hooker 5:30 PM BZA, Chambers 7:00 PM EC, McCloskey	19 12:00 PM DVT, McCloskey <i>Payday</i>	20 8:00 AM BCFM, Common																																																	
21	22 12:00 PM Ord/DL 5:00 PM USB, Utilities 5:30 PM BHRC, McCloskey	23 4:00 PM BCFM, Madison 4:00 PM BPC, Chambers 5:15 PM SWMD-CAC, McCloskey 5:30 PM BPTC, Transit 5:30 PM BPW, Chambers	24 10:00 AM MPO-TAC, McCloskey 4:00 PM MLKC, McCloskey 5:30 PM TC, Chambers 6:30 PM MPO-CAC, McCloskey 7:30 PM CCL/CW, Chambers	25 7:00 PM POTF, Hooker	26 12:00 PM EDC, Hooker	27 8:00 AM BCFM, Common																																																	
28	29 12:00 PM Res/DL	30 1:30 PM DRC, McCloskey 4:00 PM BCFM, Madison	<div>May 2009</div> <table> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>				S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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